



APPOINTMENT OF COVER SUPERVISOR

Required for October 2026

Closing date: 9am Monday 28th September 2026

Interviews to follow thereafter

Christ's School, Queen's Road, Richmond upon Thames, TW10 6HW

Tel: 020 8940 6982 Email: hr@christs.school

www.christs.richmond.sch.uk



CHRIST'S SCHOOL

September 2026

Dear Candidate

Thank you for your interest in the Cover Supervisor post at Christ's School.

Christ's School is a Church of England comprehensive school for 1,000 young people aged between 11 and 18. Our vision is to deliver Excellence as Standard to every member of our Christ's family: excellent leadership; excellent staff; excellent outcomes and excellent partnerships.

Our school is situated on an enviable site adjacent to Richmond Park in Richmond upon Thames in South West London. We have excellent links with our feeder primary schools and the local community. We are proud to be a faith school and welcome students from Christian and other religious backgrounds.

At Christ's School we combine our expectations for students' excellent academic achievement with an emphasis on their personal growth as well-rounded individuals. Our aim is for students to become confident, successful, responsible young people, who love learning, have a desire to lead and serve and are ambitious for their own futures.

Our learning environment is inspirational, supportive and happy, and based on the Christian values of Love, Justice and Peace. We provide outstanding educational opportunities and experiences for each of our students to enable all to explore intellectually, to grow emotionally and spiritually and to achieve their full potential.

Our Behaviour for Learning approach focuses on restorative practice and recognises the importance of building positive relationships with individual students. It is based on the work of Paul Dix at Pivotal Education.

We are delighted with our recent Ofsted inspection report from February 2026. We are thrilled that Christ's has been recognised for our high standards and incredible outcomes in all areas. The strong standard marks out excellent, consistent work that's making a real difference for our children and learners and we are very proud that 6 out of the 7 grades were at this very high standard. This is testament to the hard work and commitment of everyone at Christ's School. We are particularly proud of our sixth form, referred to in the formal feedback meeting as 'the sparkling jewel in Christ's crown'.

Please take the time to read our report on our website in full - there is so much to celebrate. Here are a few highlights:

- Pupils thrive as valued individuals here.
- The curriculum is ambitious, broad and balanced.
- Pupils progress very well through the school's curriculum.

- Pastoral support is highly responsive to pupils' circumstances and needs. This helps to foster a 'family' environment, where pupils feel a strong sense of belonging.
- Older pupils, including those in the sixth form, act as excellent role models for younger pupils and routinely support them.
- The post-16 curriculum is broad and ambitious. It combines academic and applied pathways, and is expertly delivered.
- Pupils speak with maturity about equality, relationships and respect for difference.
- Pupils speak with pride about contributing to school life. At the heart of this work is a strong focus on pastoral care that prioritises knowing pupils and their families well.

We are equally delighted with our SIAMS inspection report 2023 where we were awarded a J1 judgement: "Through its vision and practice, the school is living up to its foundation as a Church school and is enabling pupils and adults to flourish."

Applications should be sent in the form of a completed online application form including a supporting statement. This should outline how your skills and experience fit the job and person specifications, the impact you have made in your current/most recent role and should be no longer than 3 sides of A4, font size 12.

Please email completed applications to Mrs Julia Ralph - hr@christs.school. We are looking for completed application forms (email only) to be returned **by 9am Monday 28th September 2026**. Interviews to follow thereafter.

Early applications are welcome and we reserve the right to appoint before the closing date if we find a suitable candidate.

Christ's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
Christ's School is an Equal Opportunities employer as detailed in our Equal Opportunities Policy.

Shortlisted candidates will be subject to online checks, with any resulting concern/queries to be addressed at interview.

Any appointment made will be subject to checks that details given on the application form are as stated. It will also be subject to receipt of a satisfactory medical disclosure form. Before an appointment can be confirmed a DBS, enhanced disclosure will be required.

Please visit our website where you will be able to find out more about our school, ethos, and vision. If you have any queries about the application process or would like to arrange an informal visit, please contact Julia Ralph on 0208 439 9652.

At Christ's we deliver Excellence as Standard. If you believe you can help us realise our vision, we look forward to hearing from you.

Yours sincerely,

Helen Dixon
 Headteacher

Job Description: Cover Supervisor

Job Title:	Cover Supervisor
Grade:	NJC scale point 11 (range 11 to 15)
Salary and scale:	£23,713 p.a. (actual) - FTE £33,129 to £35,109 p.a.
Hours:	39 weeks per year (term time only) / 30 hours a week / 08.15 to 15.15
Contract Type:	Fixed term until 31 st August 2027
Responsible to:	Director of Operations

Mission

At Christ's School we combine our expectations for students' outstanding academic achievement with an emphasis on their personal growth as well-rounded individuals. Our aim is for students to become confident, successful, responsible young people, who love learning, have a desire to lead and to serve, and are ambitious for their own futures.

Our learning environment is inspirational, supportive and happy, and based on the Christian values of Love, Justice and Peace. We provide outstanding educational opportunities and experiences for each of our students, to enable all to explore intellectually, to grow emotionally and spiritually and to achieve their full potential.

Our ambition is that Christ's is a community where students:

- achieve their full academic, sporting, musical and artistic potential;
- have a life-long curiosity and passion for learning;
- are creative thinkers, capable of taking risks in their learning and of studying independently;
- are spiritual individuals, compassionate and sensitive to the needs of others and of self;
- embrace diversity and have a commitment to equality and inclusivity;
- are considerate, polite and always act respectfully towards others;
- develop personal qualities of leadership, courage, integrity, resilience and determination;
- make a positive contribution to their community and to society as a whole;
- are team players, who work collaboratively to achieve shared goals;
- feel comfortable socially and express themselves confidently in a range of situations.

Main purpose of job:

To supervise whole classes during the absence of teachers. Cover Supervisor will give instructions for the lesson as provided by a teacher and the primary focus of the role will be to maintain good order and keep students on task.

Cover Supervisor will respond to general questions and provide general feedback to teachers but will not be required to undertake 'specified work' (planning, preparation, assessment, recording and reporting of achievement, progress and development). Cover Supervisor will not therefore be subject to a 'system of supervision' other than the general supervision applicable to all staff and will act under the professional direction of teachers.

When not 'covering' classes the Cover Supervisor will be used for administrative support under the direction of the Director of Operations.

Key Accountabilities:**Support for students:**

- Register students accurately for each lesson or Personal Development time (PD) being supervised
- Supervise students engaged in pre-set learning activities to ensure a productive and safe learning environment
- Act as a role model consistently setting high expectations for student conduct and behaviour
- Promote the inclusion and acceptance of all students within the classroom
- Maintain student focus on their assigned tasks and respond to general queries

Support for teachers:

- Provide objective and accurate feedback to the teacher regarding student conduct and the progress of the lesson
- Keep appropriate records of attendance and log on Bromcom any relevant behaviour or achievement points as agreed with the teacher
- Promote positive values, attitudes managing student behaviour and resolving conflict promptly in line with the school's established Behaviour for Learning policy

Support for the school:

- Be aware of, and comply with, policies and procedures relating to child protection, equal opportunities, health safety and security, confidentiality and data protection, reporting all concerns to the Director of Operations or Lead Cover Supervisor or Designated Safeguarding Lead as appropriate
- Be aware of, and support, difference and ensure all students have equal access to opportunities to learn and develop
- Participate in training and other learning activities as required
- Attend relevant school meetings as required
- To respect confidentiality at all times

Support for the curriculum:

- Support the use of ICT where appropriate
- Make appropriate use of equipment and resources

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be agreed at the request of the Headteacher or the incumbent of the post.

Christ's School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants will undergo appropriate child protection screening including checks with past employers through the Disclosure and Barring Service.

Christ's School's Equality Statement

Christ's School is committed to positively tackling discrimination in all its forms and works to ensure that all sections of the community have fair and equal access to and experience within employment. We welcome applicants from all backgrounds and communities, in particular those that are currently underrepresented in our workforce: we are respectful of all individuals' race, age, religion, gender identity, sexual orientation, caring responsibilities, disabilities and cultural background.

Person Specification – Cover Supervisor

The successful candidate should possess the following:

<u>CRITERIA</u>	Essential / Desirable			Assessed by application / interview process	
	E	D		A	I
<u>QUALIFICATIONS AND REQUIREMENTS</u>					
5 GCSEs including English and Maths	√			√	
Post 16 study		√		√	
In sympathy with the Christian values of the school	√			√	√
A commitment to the protection and safeguarding of children and young people	√			√	√
An understanding and commitment to the Christian ethos of the school	√			√	√
<u>KNOWLEDGE AND UNDERSTANDING</u>					
Understands how best to engage with young people to help them achieve their potential	√			√	√
Can use IT to best effect	√			√	√
Can use and handle data effectively and efficiently	√				√
<u>SKILLS AND EXPERIENCE</u>					
Good communication skills, orally and written	√			√	√
Quick thinking and organised	√			√	√
Experience of working in a school		√		√	√
Experience of working with children of secondary age		√		√	√
The capacity to make decisions based on sound judgements	√			√	√
Ability to work independently and as part of a team	√			√	√
Able to work under pressure in a busy environment	√				√

<u>PERSONAL ATTRIBUTES</u>					
Excellent punctuality and professional conduct	√			√	√
A clear communicator	√			√	√
A commitment to a team ethos	√			√	√
Professional integrity and honesty	√			√	√
Ability to build good working relationships with colleagues	√			√	√
Ability to work calmly, with patience and perseverance	√			√	√
Self-motivated with an ability to use own initiative	√			√	√
Ability to engage, motivate, enthuse and support students	√			√	√
Good sense of humour	√			√	√