



Cover Supervisor Permanent Contract

Dear Applicant,

I am delighted that you have shown an interest in the Cover Supervisor post at The John of Gaunt School which will start as soon as possible. You will join a committed and highly talented staff team who share high ambitions and the desire of excellence for our students. This is a truly exciting time to join our growing, forward thinking school.

We are looking for hardworking, dynamic and inspirational colleagues who enjoy being busy, to join our team of Cover Supervisors, working with students across the school in all subject areas. The key task is to undertake work set by teachers who are absent, as well as supervising students' learning in our Pastoral Behaviour Support Centre, mentoring, motivating and imparting skills and knowledge. The successful candidates will need to bring a sense of energy to the role and a desire to continually improve, and will share our commitment to raising the achievement of every student.

You will be required to work 32 hours per week, 39 weeks per year (term time, including teacher training days) and will be paid at Wiltshire Council Grade F, £27,254 - £28,598 per annum, to be paid pro rata). This is an annual salary of £19,752 - £20,726 per annum (under 5 years' service). Core hours are 8.25am – 3.10pm, which includes 35 minutes' unpaid lunch break.

The remaining 1 hour 10 minutes to be worked during the week, either before or after the above times, as agreed with your line manager.

The closing date for applications is Tuesday 16th September at 10am. If you haven't heard from us by Monday 22nd September please assume that you will not be called for interview.

Thank you, once again, for your interest in this post. I look forward to reading your application.

Ben Rhodes
Headteacher



COVER SUPERVISOR PERMANENT CONTRACT

Closing date for applications is 10.00 am on Tuesday 16th September 2025.

32 hours per week, 39 weeks per year

**Grade F, £27,254 - £28,598 per annum, to be paid
pro rata). This is an annual salary of £19,752 - £20,726 per annum (under 5 years' service)**

We are looking to appoint a Cover Supervisor to support the progress of our students, starting as soon as possible. The successful applicant will be skilled and experienced in working with young people. The primary role will involve managing and supervising the learning of students during the absence of the class teacher. Other duties may include small group intervention and mentoring, supporting students in our Pastoral Behaviour Support Centre, scribing for students taking examinations and accompanying students on educational visits.

The role is a superb opportunity for anyone wishing to gain further experience in a school environment as part of their career development, and offers invaluable experience for anyone wishing to go on and study for a PGCE.

A commitment to help all young people and staff to achieve their best, and a shared belief in our inclusive ethos is expected of all staff.

As an employer we are committed to offering equal opportunities to all. All appointments will be made on merit and take account of the skills and experiences required for the role.



Cover Supervisor Permanent Contract Job Description

Start Date: • November 2025

Grade: • Grade F

Working Hours: • 32 hours per week x 39 weeks per year

Accountability: • Accountable to the Headteacher.
• Under the daily leadership of Assistant Headteacher

Safeguarding: • The John of Gaunt School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and individually take responsibility for doing so.
• The postholder must hold enhanced DBS clearance.

Comment: • The postholder may be required to perform duties other than those given in the job description. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibilities entailed. Such variations are common occurrences and would not of themselves justify the regrading of the post.



Cover Supervisor Job Description cont.

Main Job Purpose:

- To supervise the learning of whole classes during absence of the class teacher and undertake work set by the teacher; to deliver mentoring and intervention sessions; to support in our Pastoral and Behaviour Support Centre; to invigilate tests and examinations and to accompany staff and students on educational visits.
- The postholder will be expected to work 32 hours per week, 39 weeks per year (term time including training days). Core hours are 8.25am – 3.10pm, which includes 35 minutes unpaid lunch break. The remaining 1 hour 10 minutes to be worked during the week, either before or after the above times, as agreed with the line manager.

Key Tasks:

- Supervise the work of whole classes set by their class/subject teacher, in accordance with school policy.
- Manage the behaviour of students to ensure a constructive learning environment.
- Provide in-class support to students when there is no absence to cover.
- Deliver mentoring and intervention sessions.
- Support in our Pastoral and Behaviour Support Centre, as required.
- Deal with any immediate problems or emergencies according to the school's policies and procedures.
- Collect completed work at the end of the lesson and return it to the appropriate teacher.
- Report back as appropriate using the school's agreed referral procedures on the behaviour of students during the class, and any issues arising.
- Support other activities relating to the supervision of students eg general supervision during school breaks, attendance on school trips and examination invigilation and supporting access arrangements.



Cover Supervisor Job Description cont.

Key Tasks cont.

- Assist the Student Development Team with pastoral care when required including supporting students whose learning takes place outside the classroom.
- Provide general administrative support to Faculties when no cover is required.
- To maintain confidentiality and integrity at all times.
- Be responsible for promoting and safeguarding the welfare of students at the school.
- Hold enhanced DBS clearance.
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English.



Cover Supervisor Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> At least 5 GCSEs or equivalent level 2 qualifications at grade C or equivalent, including Maths and English 	<ul style="list-style-type: none"> A Levels or equivalent Level 3 qualifications Relevant professional qualification
Experience	<ul style="list-style-type: none"> Individual work or group work with young people Practical knowledge of supporting young people in their learning Positively engaging students of secondary age Responsibility for managing own workload 	<ul style="list-style-type: none"> Working within a school At least one year in a role working closely with young people in a school environment Experience of using a range of learning strategies whilst working with young people with varying needs Teaching Assistant experience
Skills	<ul style="list-style-type: none"> Ability to support young people with character development, behaviour and learning skills Competent numeracy and literacy skills Ability to work constructively as part of a team and individually Excellent interpersonal and communication skills Excellent time management skills Ability to stay calm and work effectively when under pressure while maintaining a positive, professional attitude Ability to carry out tasks set by others Ability to use IT effectively to support learning Ability to converse at ease in accurate spoken English 	<ul style="list-style-type: none"> An understanding of inclusion and supporting students with differing needs An understanding of academic assessment and providing feedback An understanding of Child Protection and Safeguarding procedures



Person Specification cont.

	Essential	Desirable
Personal Qualities	<ul style="list-style-type: none"> • Ability to build and maintain good working relationships with students and staff • A patient, non-confrontational and positive role model; firm but calm • Honest and reliable • Confident with a positive attitude and resilient • Ability to form and maintain appropriate relationships and personal boundaries with young people and adults • Friendly and approachable manner • Flexible and committed team player • Proactive and self-motivated • Keen to learn and extend skill set 	
Requirements	<ul style="list-style-type: none"> • Enthusiasm for and commitment to the achievement of the school's overall vision for success at all levels • High expectations of achievement and behaviour • An unconditional, positive regard for young people and a passion for helping students overcome barriers to learning • Commitment to safeguarding and promoting the welfare of children • A desire to make a difference • Work within school procedures and policy guidelines • Follow confidentiality protocol • Enhanced DBS clearance 	<ul style="list-style-type: none"> • An interest in how learning occurs • Innovative • Ambitious to further career