

Queen Elizabeth's Grammar School Cover Supervisor

If you have experience of taking sole charge of a group of pupils and organising daily cover for staff this could be the job for you!

Key Responsibilities:

- To supervise pupils and their work when teacher is absent.
- The role involves taking sole charge of a group of pupils as required; there will be a system of supervision in place from qualified teachers in case of any difficulties.
- Organise daily cover, including liaison with supply agencies, and room changes, in conjunction with the Cover & Data Manager, during their absence or periods of peak workload.

Benefits:

- A permanent role of 37 hours for 39 weeks per year
- Salary upon appointment Grade 4 Scale Point 9 £25,989 (actual £22,255) with potential to rise to Point 12 £27,254 (actual £23,338)
- Access to wellbeing support, physio, counselling and GP services
- Excellent training opportunities to support career progression
- Access to the local government pension scheme
- Access to Salary Sacrifice Schemes including Childcare Vouchers and Cycle to Work
- Employment within a strong and progressive educational trust with firm family values

Join Us:

- View the Job Description
- Complete the Support Staff Application Form www.horncastleeducationtrust.org
- Email it to recruitment@horncastleeducationtrust.org by Sunday 6 September 2026

We believe that every student whatever their background has the right to flourish, to achieve and to succeed and everything undertaken by Horncastle Education Trust should have this ambition at its heart.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to enhanced DBS disclosure, medical and reference checks, and all pre-employment checks are in line with 'Keeping Children Safe in Education'.

We are committed to promoting equality, diversity and inclusion within our recruitment process.

Queen Elizabeth's Grammar School
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