

## THE HOLT SCHOOL

Holt Lane

Wokingham  
RG41 1EE



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[www.holt.school.co.uk](http://www.holt.school.co.uk)

### Cover Supervisor

30 hours per week

Grade 4 Scale Point 7-11

(£13.26 - £14.13 per hour)

Actual salary £17,309 - £18,449 per annum

8.30am – 3.30pm Monday to Friday

Term Time Only

Start date: ASAP

Come and join our fabulous school, where students are engaged and eager to learn and our staff are passionate about inspiring them.

As a Cover Supervisor your role will be to deliver pre-planned lessons to allow teachers to attend training and CPD opportunities and cover any short term absences. Training will be provided.

The successful applicant will have good organisational skills, the ability to work as part of a team, able to use their initiative, and a good sense of humour. This post would offer a great opportunity for anyone thinking of going into teaching in the future or a gap year student.

The Holt is a popular and oversubscribed 11-16 girls and 16-18 co-ed comprehensive school, graded as Outstanding in the Ofsted inspection of March 2023. Further details and an [application form](#) are available from the school [website](#)

**Please note that CVs will not be accepted.** Prospective applicants are welcome to telephone Mrs Katie Warner HR manager for more information about this post.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced Disclosure and Barring Service Check.

**Closing date: 9am, Tuesday 21<sup>st</sup> January 2025**

**We reserve the right to assess and interview on receipt of application.**

# THE HOLT SCHOOL JOB DESCRIPTION



<b>Job Title:</b> Cover Supervisor	<b>Name:</b>
<b>Reports to:</b> Senior Cover Supervisor	<b>Reviewed:</b> January 2025
<b>Grade/Pay Scale:</b> 4	<b>Hours of work/FTE</b> 30 hours per week term time only
<b>Employment Status</b> Permanent	8.30 am to 3.30 pm

To be line managed by Senior Cover Supervisor

## To cover teaching staff absence

At The Holt School this will involve:

1. To work as part of a team of cover supervisors.
2. To undertake a supervisory role in designated lessons ensuring that students understand the task set and encouraging them to work to their capabilities.
3. To liaise in the classroom with LSAs as appropriate.
4. To promote positive behaviour in class in accordance with the school management policy.
5. To invigilate internal and external exams when required.
6. To support the Senior Cover Supervisor in her role when not covering and in the event of any unplanned absences.
7. To assist Reception/Reprographics when not covering lessons with: photocopying, typing, filing, data input, collation, displays, preparation for events and open evenings and any general administrative work.

*This job description is not intended to be a comprehensive definition of the post and will additionally include any task which the Headteacher may reasonably require the post holder to complete as part of the role. It will be reviewed annually and may be subject to modification or amendment after consultation*

Signed: ..... Date: .....  
Post Holder

Signed: ..... Date: .....  
Co-Headteacher

<b>Person Specification: Cover Team</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education</b>		
GCSE Maths, English and Science	✓	
A Levels		✓
Degree		✓

<b>Skills</b>		
Patient Calm and able to work under pressure	✓	
Flexible and adaptable – be able to think on your feet	✓	
Excellent relationships with students and colleagues	✓	
Good communication – orally and written	✓	
Good IT skills (excel desirable but not essential)	✓	

<b>Committed to:</b>		
Inclusion and a positive “can do” approach	✓	
Flexible working practice, willing to go the “extra mile”	✓	
Promoting and safeguarding the welfare of students	✓	
CPSD (continuing professional self-development)		✓