



Cover Supervisor

Salary: Grade E6, £25,583 (reduced pro rata for term time working)

Contract: 32.5 hours per week, Term time only (38 working weeks per year), 1-year fixed term contract with the view of making the role permanent at the end of the contract

Start Date: 1st September 2026

Join Our Team

We are seeking a motivated, confident and enthusiastic **Cover Supervisor** to join our dedicated team. This is an excellent opportunity for someone who enjoys working with young people and is considering a career in education or wishes to make a positive difference in a school environment.

As a Cover Supervisor, you will supervise classes during the short-term absence of teachers, ensuring students remain engaged in learning activities and maintain high standards of behaviour. You will not be expected to plan lessons or teach new material but will deliver pre-prepared work and support students in their learning.

This role is ideal for graduates, aspiring teachers, experienced teaching assistants or individuals with strong communication and organisational skills.

Job Description

Cover Supervisor

Responsible To - Assistant Headteacher

Main Purpose of the Role

To supervise whole classes during the short-term absence of teaching staff, ensuring that students complete the work set, maintain appropriate behaviour and work in a safe and productive learning environment.

Key Responsibilities:

Classroom Supervision

- Supervise classes across a range of curriculum subjects.
- Deliver pre-prepared lesson materials and instructions provided by teaching staff.
- Ensure students remain on task and engaged throughout lessons.
- Manage classroom behaviour in accordance with the school's Behaviour Policy.



- Respond appropriately to questions and provide clarification where possible without teaching new concepts.

Student Support

- Encourage positive attitudes towards learning.
- Promote high standards of behaviour and respect.
- Support students in completing work to the best of their ability.
- Report any safeguarding or welfare concerns immediately in line with school procedures.

Administrative Duties

- Register student attendance accurately.
- Record any behaviour issues.
- Support with other reasonable duties during non-cover periods, including administrative tasks or student supervision.

Safeguarding

- Promote and safeguard the welfare of children and young people.
- Comply with all safeguarding policies and procedures.
- Maintain confidentiality and professional standards at all times.

General Responsibilities

- Uphold the school's vision and values.
- Work collaboratively with colleagues.
- Attend relevant training and meetings.
- Follow all Health and Safety requirements.



Person Specification

Criteria	Essential	Desirable
Educated to GCSE Grade C/4 or above in English and Mathematics (or equivalent)	✓	
A-Level, degree or equivalent qualification		✓
Experience working with children or young people	✓	
Experience working in a secondary school		✓
Experience managing groups of young people	✓	
Understanding of behaviour management strategies	✓	
Excellent communication and interpersonal skills	✓	
Strong organisational skills	✓	
Ability to work independently and use initiative	✓	
Ability to remain calm under pressure	✓	
Flexible and adaptable approach	✓	
Good ICT skills	✓	
Knowledge of safeguarding procedures		✓
Commitment to safeguarding and promoting student welfare	✓	
Professional appearance and conduct	✓	

Personal Qualities

The successful candidate will demonstrate:

- A genuine interest in supporting young people's education.
- Confidence in leading groups of students.
- Professionalism and reliability.



WADEBRIDGE SCHOOL Cover Supervisor

- Resilience and a calm approach to managing challenging situations.
 - Excellent teamwork skills.
 - High expectations of behaviour and achievement.
 - Integrity, discretion and confidentiality.
 - A positive attitude and willingness to learn.
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How to Apply:

To apply, please complete the non-teaching application form and return to jbrown@wadebridge.cornwall.sch.uk form by midnight on Sunday 26th July 2026.

 **Closing date:** midnight on Sunday 26th July 2026

 **Interview Date:** TBC

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The school is committed to safeguarding children, and the successful applicant will be required to provide an enhanced **DBS disclosure**. All shortlisted candidates will be subject to appropriate **online/social media searches**.