



Level 3 Cover Supervisor Required
Grade 5 FTE £25,989 – 27,254
Actual Salary £19,723 - £20,683
32.5 hours per week Mon – Fri
Term Time + INSET Days



The Governors of the Hednesford Hills Federation are offering the opportunity for a dedicated and highly motivated Cover Supervisor to join our team at West Hill Primary School.

We are a very hardworking and committed team of professionals who work together to provide a welcoming, safe and "good" school.

We are looking for an enthusiastic Cover supervisor to support us in delivering an exceptional service and sustaining high standards in moving the school forward.

We are looking for a Cover Supervisor with:

- An understanding of curriculum matters with the ability to contribute effectively to curriculum development, planning, evaluation and implementation.
- An understanding of principles of child development and learning processes.
- An ability to plan effective actions for pupils at risk of underachieving.
- Well-developed interpersonal skills to be able to relate well to a wide range of people.
- The ability to work constructively as part of a team whilst being able to demonstrate initiative.

Main purpose of the role:

- To supervise whole classes during the short-term absence of the class teacher under the guidance of teaching/senior staff, including implementing work programs, managing pupil behaviour and assisting pupils in relevant activities in line with the school's policies and procedures.

Support to Pupils:

- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.

West Hill Primary School offers:

- Motivated, happy children, who are eager to learn.
- Good parental links.
- A commitment to your professional development.
- Opportunity to share in strategic school improvement.
- A supportive staff team.
- An enabling working environment.
- Access to 'ThinkWell' providing confidential advice and support.
- A Governor approved additional days leave each year.
- Links across the federation to support best practice.

If you require an application pack, please visit our website <https://www.westhill.staffs.sch.uk/Current-Vacancies-01022024122726/> or download the attached application pack.

Closing Date: 12th January 2026

Interview Date: 21st January 2026

Visits to the school are encouraged. Please contact the school office on the number below or email

clerical@westhill.staffs.sch.uk to book an appointment.

NB: Applicants who do not hold the relevant qualifications and experience as advertised will not be considered (please refer to the person specification).

NB: It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

The Hednesford Hills Federation, West Hill Primary School, High Mount Street, Hednesford, Staffordshire, WS12 4BH
Tel: 01543 227125 E-mail: office@westhill.staffs.sch.uk **Executive Head Teacher: Miss Kelly Bracebridge**

Commitment to safeguarding

Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff, volunteers and trustees to share this commitment.

Our recruitment process follows the keeping children safe in education guidance.

Offers of employment may be subject to the following checks (where relevant):

childcare disqualification; Disclosure and Barring Service (DBS); medical; online and social media; prohibition from teaching; right to work; satisfactory references; suitability to work with children

You must tell us about any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.