



Job Description and Person Specification

Cover Supervisor

Job Description

Cover Supervisor
Casual contract
£13.74 per hour (including holiday pay)
Responsible to: Cover Manager
Start Date 1st June 2025 (or as soon as possible after)

Main responsibilities

- Supervising a whole class to undertake set work/activities and can include introducing and closing the class.
- Maintaining good order and managing behaviour constructively.
- Promotion of self-control and independence.
- Keep pupils on task as necessary.
- Responding appropriately to questions raised by pupils.
- Collecting any completed work and returning it to the appropriate teacher.
- Dealing with immediate problems and emergencies in accordance with the school's policies.
- Reporting back on behaviour of pupils during the class and any issues arising.
- Supporting the general administration and/or Front of House teams when not actively covering pupils' lessons.

Person Specification

We are looking to appoint somebody who has ideally worked in a Secondary school.

Candidates will be assessed against the following criteria. The methods of assessment used for each criterion are indicated. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met.

All criteria are desirable unless marked E for essential. A=application, I =Interview and other assessments/activities R= reference.

Skills, Knowledge and Experience	
Recent experience working in a Secondary school	A/I
Good level of English and maths E	A/I
Qualifications	
Full training will be provided	
Personal Qualities	
Calm and unflappable even when under pressure E	A
Well organised, proactive and a self-starter E	I/R
Good problem solving and thinking skills E	I/R
A genuine concern for and respect for others E	I/R
Professional Integrity E	I/R
Flexible E	I/R
A sense of humour	I/R
The ability to inspire and to motivate others E	I/R
Ability to work under pressure and prioritise effectively E	I/R

RUGBY HIGH SCHOOL is committed to safeguarding and promoting the welfare of children and expect all employees to share this commitment. The successful candidate will be subject to necessary pre-employment checks, including: an enhanced DBS; Childcare Disqualification (where applicable); qualifications (where applicable); online checks as part of KCSIE; medical fitness; identity and right to work in the UK. Applicants will be required to provide two suitable references.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Which means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers and if they are disclosed, employers cannot take them into account. Further information about filtering offences can be found in the DBS filtering guide.

All staff have a responsibility to provide a safe environment in which children can learn this includes ensuring that health and safety regulations are followed; activities that are potentially hazardous are risk assessed and contributing to the maintenance of a supportive culture throughout the school community in which students feel cared for, respected and listened to.