



Cover Supervisor

£14.18 per hour

Responsible to: Cover Manager/Business Manager

Start Date 1st June 2025 (or as soon as possible after)

Note: This is a broad description of the types of duties/activities expected at this level, for illustrative purposes. This is not intended to provide an exhaustive list of duties.

- 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.

QUALIFICATIONS, TRAINING AND LIKELY ABILITIES

No formal qualifications required, though literacy and numeracy skills required to be able to read instructions and work out simple measurements.

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

Can understand and operate within regulations

Can exchange straightforward information with colleagues and users

Display commitment to the protection and safeguarding of children and young people

Value and respect the views and needs of children

T: 01788 810518

E: vacancies@rugbyhighschool.co.uk

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.

The post is subject to an enhanced DBS Disclosure.