



The Royal School

*Wolverhampton*



**CANDIDATE INFORMATION PACK  
COVER SUPERVISOR  
PART TIME, FLEXIBLE HOURS  
START DATE ASAP**



## WELCOME MESSAGE FROM OUR PRINCIPAL

Dear Candidate,

Thank you for your interest in the post here at The Royal School, Wolverhampton. We are keen to make sure you have a clear sense of our journey so far, and the direction we are heading, as you consider whether this is the right school for you.

The Royal is shaped by a distinctive heritage; a long-standing commitment to academic excellence and character education; and a strong civic mission rooted in inclusion and opportunity. Our work is values-led and purpose-driven: widening access, strengthening belonging, and enabling every young person to thrive and achieve their best.

The Royal School, Wolverhampton is a non-selective, co-educational, all-through day and state boarding school for pupils aged 4–19, serving Wolverhampton and the surrounding area. Through our boarding provision, pupils also join us from across the world, bringing a wider national and international perspective that enriches school life for everyone. Alongside a strong academic curriculum, we place real emphasis on wider learning—sport, music, the arts, clubs, leadership and service—so that pupils develop confidence, character, and the ambition to succeed locally, nationally and internationally.

We are privileged to have the support of our Patron, HRH The Duke of Edinburgh, and we are entering an exciting phase of development, including planned redevelopment of all of our facilities and learning environment starting later this year.

We welcome your application to be part of our community and would be delighted to invite you to visit and see the school in action, or to call us to talk the role through.

Mr Tom Macdonald  
Principal



## Job Description:

<b>Job Title:</b>	Cover Supervisor
<b>Accountable to:</b>	Cover Manager and Vice Principal
<b>Terms of employment:</b>	Permanent, full-time, part time, flexible
<b>Start Date:</b>	ASAP
<b>Salary:</b>	Grade 3.6 £13.05 per hour

The Royal School are seeking an energetic, organised and super-efficient cover supervisors, to facilitate the smooth running of lessons in the absence of their subject teacher at The Royal School. The role will be varied and interesting, working with a range of stakeholders to provide high quality support focused on maximising the outcomes for pupils. The person appointed will have very good interpersonal skills, a high level of literacy and numeracy and excellent ICT skills.

Experience with working in a school environment is essential. The Royal School Wolverhampton has a clear focus on excellence, with the pupils at the heart of everything we do. It is expected that anyone joining the team will be able to fully support the unique ethos of the school.

The Royal School has achieved excellent academic results throughout its history and has an outstanding reputation for nurturing and developing confident, well-disciplined and successful individuals who progress successfully to the next stage of education. We relish this next phase in its existence, which enables us to review and build on our current success in preparing our young people for a rapidly evolving world. If you are passionate about learning and ready to make a significant contribution, this could be your chance to make a real difference.

**“Work offered according to demand, with no guaranteed hours”**

Work will be offered according to business demand from Monday to Friday between the hours of 8am and 4pm, term time only. While shifts may be available regularly, no minimum number of hours is guaranteed. You have no normal hours of work for this role, and you will be offered work on an "as required" basis. Your hours will vary according to the needs of the School and your availability to work

## Purpose of the role

- To provide the highest quality of education, care and preparation for life for all students in the school.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To model the school's vision and values through implementation of agreed policy, practices and procedures.
- To work closely with teaching staff to promote effective working to improve learning and teaching and raise achievement for all students.
- To motivate staff and pupils.
- To maintain The Royal School's high academic and wellbeing expectations.

## Main core duties

- To undertake whole class supervision in the absence of the class teacher, setting work previously prepared by the teacher
- To deliver cover lessons which should engage, stimulate and challenge students of all abilities, and should cater for all learning styles.
- To ensure that all lessons are delivered and cater for students of all abilities and backgrounds whilst ensuring individual student progress;
- Employ a variety of interactive teaching methods appropriate to the age and ability of each individual student to promote a love of learning and children's intellectual curiosity;
- Impart knowledge and develop understanding through effective use of lesson time;
- To recognise and reward efforts and achievements that are appropriate to the age and development stage of the pupils
- To utilise a range of teaching methods in line with currently acknowledged best practice;
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher's specialist subject;
- Reflect systematically on the effectiveness of lessons and approaches to teaching;
- To take responsibility for improving delivery through appropriate professional development, responding to advice and feedback from colleagues;
- To use directed time to actively contribute to the wider life of the school by organising and running appropriate extra-curricular activities.
- To fully incorporate the teaching of skills including literacy, mathematics and communication into subject delivery.
- When not used for cover an intervention timetable will be in operation to

## Management and Assessment

- To register each class using the electronic registration system according to school procedures.
- To take responsibility for the safe keeping of the laptop used for registration.
- To mark elements of class work and homework under the guidance of the class teacher.
- To monitor and control the use and storage of teaching materials, books and equipment.
- To supervise the use and care of the School's fabric and equipment by the students and to ensure their adherence to relevant health and safety regulations.
- Knowledge of the SEND Code of Practice.

## Communication and Meetings

- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support;
- To alert relevant staff to problems arising with individual students in accordance with whole-school policies;

## General Duties

- To adhere to the policies and procedures of the Royal School.
- To share in the corporate responsibility for the development and well-being of all students.
- Make a positive contribution to the wider life and ethos of the school through the extra-curricular programme after school;
- Demonstrate consistently the positive attitudes, values and behaviour which are expected within the School community based on mutual respect between students and staff
- To take a pro-active part in the school's performance management system, with the ultimate aim of improving standards of teaching and learning in the school.
- To take reasonable care of one's own health and safety and that of others and inform the Estates Manager of any concerns with regard to health and safety
- Undertake such duties as may from time to time be reasonably assigned by the Principal.

# Person Specification

SPECIFICATION	ESSENTIAL	DESIRABLE
<p>Education/ Training</p> <p>Experience</p>	<p>5 GCSEs (or equivalent) at grade C or above in English and Maths</p> <p>Appropriate experience supervising children in an educational setting.</p>	<p>·Evidence of further personal and professional development</p> <p>·Relevant childcare and/or teaching qualifications</p> <p>Qualified Teacher Status (QTS)</p> <p>Experience of teaching or teaching assistant across the primary and secondary phase.</p>
<p>Skills and Qualities</p>	<p>·Excellent I.T. Skills.</p> <p>·Belief that everyone is entitled to a learning experience that is characterised by enthusiasm and excitement and that encourages self-belief.</p> <p>·Excellent organisation skills.</p> <p>·Highly adaptable as there is not a regular timetable.</p> <p>·Proven behaviour management skills.</p> <p>·Excellent classroom skills.</p> <p>·Ability to face and overcome challenging situations.</p> <p>Ability to de-personalise challenging situations</p>	

# Person Specification

SPECIFICATION	ESSENTIAL	DESIRABLE
<p><b>Professional Knowledge and Understanding</b></p>	<p><b>Excellent knowledge to be able to motivate pupils and prepare them successfully for the next stage of their academic career. Ability to supervise pupils in all Key stages and to all abilities</b></p>	<p><b>Considered engagement with developments in learning</b></p>
<p><b>Personal Qualities</b></p>	<ul style="list-style-type: none"> <li>·Ability to safeguard the welfare of children</li> <li>·Ability and desire to empower all students and colleagues</li> <li>·Commitment, enthusiasm, energy and stamina</li> <li>·A sense of humour</li> <li>·Commitment to own personal and professional development</li> <li>·Willingness to be involved in the wider life of the boarding and day school community</li> <li>·Emotional intelligence and empathy</li> <li>·Ability to appreciate and demonstrate the importance of a healthy work-life balance</li> <li>·Set a personal example which models the joy of learning</li> </ul> <p>Ability to form and maintain appropriate relationships with children and young people and their parents/carers.</p>	



## Ethos



- A values-led culture that blends the Royal’s heritage with a modern, outward-facing ambition: to help every young person and adult in our community to “Be Extraordinary.”
- Excellence and breadth across the curriculum, with strong opportunities to flourish in the arts, sport, STEM and academic study, so that pupils can find and develop their individual strengths.
- A rich co-curricular and enrichment offer, delivered through our extended day and wider experiences programme—sport, music, performance, clubs, leadership and service—building cultural capital, confidence and life skills that strengthen academic success.
- An inclusive all-through community (4–19) with vertical House structures and strong pastoral and wraparound care, ensuring pupils joining at any phase are known well, supported thoughtfully and challenged to meet ambitious, personalised goals.
- A distinctive day and state boarding community that strengthens belonging, independence and personal responsibility, supported by positive relationships, alumni connection and meaningful engagement with Wolverhampton and the wider region.
- A shared belief—staff, pupils and families—that learning and character development open doors, and that education is most powerful when it combines knowledge with wisdom, purpose and service.
- A commitment to staff wellbeing and morale, with a culture that supports sustainable workload, encourages colleagues to take a “family first” approach, and values kindness, teamwork and professional trust.
- A unique setting in the heart of Wolverhampton—rooted in the city and serving local families—while our boarding dimension brings a wider national and international perspective that enriches school life for all.



# The Royal School Values

## RESPECT

The respect we have for one another can be seen in the diversity of our community and the acceptance of all pupils, staff and families for who they are. Respect is seen in the exemplary behaviour of our pupils and the care given to them by our staff.



## TRUST

All success is founded on taking the first step into the unknown. We support our community to take risks and encourage them to develop the skills they need to be resilient. We aim to nurture their love of risk so they keep that excitement throughout their whole lives.

## COMMUNITY

We truly feel like a 'Royal Family'. We welcome families, pupils and staff into our community and encourage everyone to play an active part in building strong links to our school. We provide opportunities through events such as Founders' Day and Prize Day.

## INITIATIVE

Initiative and independent learning is built into our curriculum and encouraged through our extended day provision. We encourage our pupils to solve problems themselves and work hard to give them the tools to do so.

## RISK

At The Royal School, our pupils take pride in being trustworthy learners. As a school, we trust our teachers to support all pupils in their learning and personal development. This trust is seen in the outstanding curriculum that is delivered every day, and the range of experiences on offer.



# What we offer

Teaching at The Royal Senior School provides:

- An exciting opportunity to join a culture of innovative curriculum practise and a unique ethos.
- The chance to join a team of outstanding leaders and practitioners and be at the forefront of developing educational approaches across the city.
- A supportive and caring team - which aspires to develop the leaders of tomorrow and provide the best opportunities for professional growth.
- The opportunity to lead a culture that is committed to the development of 'character' enabling all children to make the best progress in their academic, sporting, musical and aesthetic experience.
- You will be passionate about continuing to further grow our expectations of high performance and outstanding pastoral care.

If you would like to contribute to our school, then we would love to hear from you!



We have a range of strategies to help our pupils achieve success at whatever point they join us in their educational journey. They are:

- The strong ethos of the school.
- The opportunities provided through an 'all-through' approach.
- The provision of exceptional age-related pastoral care.
- Our extended day and Enrichment Programme

Such strategies have been evidenced through a range of recent national studies as having maximum impact on the motivation, self-esteem, and attainment of those pupils at greatest disadvantage.



*Excellence for all: inspiring individuals to achieve their personal best and to compete and contribute as local and global citizens.*

We build an aspirational culture through our senior mandatory and balanced co-curricular programme. Including:

- Combined Cadet Force (CCF) for all.
- Access to Excellence through the Elite Swimming Academy.
- Sports.
- Performing arts.
- Cultural, aesthetic, and intellectual development.

This encourages our pupils to become confident, resilient, caring, and enterprising individuals. Yet at the same time, they are trained to operate as leaders, mentors, and members of a team in the widest sense.

Our Boarding dimension helps us to:

- Enrich to our school and local community.
- Support our fundamental ethos of 'wrap around care' (which includes our 'day boarding', offering additional enrichment, targeted support and intervention, and supervised study sessions).
- This has also strengthened our care of children who attract Pupil Premium, Children who are Looked After (CLA) and any child experiencing a temporary difficulty in home circumstances because we have an on-going flexibility in supporting those most disadvantaged to succeed.

This leads to:

- Working constructively with the Local Authority in Wolverhampton, and more widely with Sandwell and Dudley in supporting CLA and pupils with a Statement of Need/SEND.
- Developing our role in broadening local choice and diversity, and simultaneously raising aspirations and outcomes.
- Being able to address the urgent demand for more local pupil places, at both primary and secondary.
- Being able to provide a supportive community for vulnerable pupils, including, as recently requested, unaccompanied refugee children who would benefit from the boarding environment we offer.
- Being able to empower our pupils to grow, successfully challenge stereotypical assumptions and exceed their expectations within a nurturing, inclusive and culturally diverse community.



# Benefits Of Working At The Royal

The Royal School offers significant benefits for its staff:

- Regular CPD programme and investment in training
- Access to NPQ programmes
- Staff laptop
- Cycle to work scheme
- Opportunities for you and your family to attend boarding activities e.g. parties, Alton Towers, visits to cities and museums
- Two additional weeks holiday compared to many schools (one week prior to Christmas, one week early in the summer)

The school's distinctive ethos and culture where a truly holistic view of the personal development of the child is central to all that we do. The wider 'enrichment' programme at this all-through 4-19 boarding and day school is essential and helps develop confident pupils well equipped for life beyond the school. All staff contribute to this extensive programme with their personal interests and to join in with existing activities.

# Application process



Closing date	Thursday 2 <sup>nd</sup> July 2026 (Midday)
Tours	Available upon request
Enquiries and completed applications to:	Lynne Callaway lcallaway@theroyal.school



## How to find The Royal School

By Car: Postcode WV3 0EG

By Rail: Wolverhampton Train Station is located at WV1 1LE.

## The Local Area

The Royal primarily serves the local Wolverhampton area, as well as Shropshire, Staffordshire, and the greater West Midlands. We also maintain our long-established boarding culture and have 80 boarding places taken up by students from far and wide.

Wolverhampton is a vibrant city in the West Midlands, where you can enjoy a rich cultural and historical heritage.

Ideal for family days out to support learning visits can be made to Wolverhampton Art Gallery, Bantock House Museum Wightwick Manor.

The Halls, The Grand Theatre and Arena Theatre offer shows and entertainment.

Close to Baggeridge Country Park, West Park, The Wrekin, countryside is close to relax and enjoy walks.

Close transport links to Birmingham and Telford for more culture, shopping and a diverse selection of cuisine and entertainment.

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