# Candidate brief for the position of:

# Cover Supervisor

## Bullers Wood School for Girls and Sixth Form

### Application Deadline: 9am, Wednesday 25th November 2026

Suitable candidates will be interviewed before the closing date and Bullers Wood School for Girls reserves the right to withdraw the position if an early appointment is made.



**Bullers Wood School for Girls is part of Lumero Educational Trust**



Dear Applicant

Thank you for expressing an interest in working in our Trust. This pack tells you more about our Trust, Bullers Wood for School for Girls, the role and the person we are looking for.

As a Trust, we comprise of eight primary schools and four secondary schools across the London Boroughs of Bromley and Croydon, as outlined on the next page.

Our overarching aim for all our schools is **learning together, inspiring all**. We are committed to **excellence**, having great aspirations for our children and young people, and encouraging them to seek out and take hold of opportunities. Our drive for excellence is supported by our **collaboration,** and we are committed to sharing expertise to empower and inspire all individuals in our schools to thrive in a global world. This is underpinned by **inclusion**. We celebrate and respect the diversity in our communities, and we have a shared expectation in everyone to achieve in an ever-changing world.

This is an exciting opportunity for a motivated and passionate individual to join our team and make a real impact upon on our students, helping to shape their future.

This post is available from September and would suit someone who is hardworking, dedicated and keen to work in an aspirational educational trust.

Please complete the application form as fully as possible.

We very much look forward to hearing from you.

Yours sincerely

Terry Millar
**Chief Executive**

Lumero
EDUCATIONAL TRUST

# Our Schools



**BIGGIN HILL**
PRIMARY SCHOOL




**BULLERS WOOD**
SCHOOL FOR BOYS




**BULLERS WOOD**
SCHOOL FOR GIRLS



**CHARLES DARWIN**
SCHOOL



**CHELSFIELD**
PRIMARY SCHOOL



**CHISLEHURST**
SCHOOL FOR GIRLS



**DARRICK WOOD**
JUNIOR SCHOOL



**GREEN STREET GREEN**
PRIMARY SCHOOL



**THE HIGHWAY**
PRIMARY SCHOOL



**ORCHARD WAY**
PRIMARY SCHOOL



**TUBBENDEN**
PRIMARY SCHOOL




**PRATTS BOTTOM**
PRIMARY SCHOOL

Dear Applicant

Thank you for expressing an interest in the post of Cover Supervisor at Bullers Wood School for Girls. The information in this pack will, we hope, give you a good flavour of the school, as well as the application procedure and I hope having read it, you will decide to apply.

This post is available in **December 2026**. This post offers an exciting opportunity to join an enthusiastic staff and very supportive department whose members are committed to making a real difference.

We are very proud that we consistently achieve very strong outcomes for all our students underpinned by a rigorous and dynamic curriculum offer. Our curriculum vision focuses on Academic, Character and Enrichment provision. We strive to offer a rich array of opportunities through which our young people can learn and flourish. Our students exhibit outstanding attitudes to learning and behaviour and are a pleasure to teach. As a school we have the highest aspirations for all members of our community as we strive to be the very best we can be. We place both staff and student wellbeing at the very heart of our work and our collaborative professional culture underpins and drives everything we do.

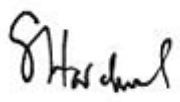
We are looking for a passionate individual to help us to ensure that in every way Bullers Wood remains a high performing, inclusive and welcoming school, and that every one of our students achieves and exceeds both their targets and expectations.

The successful candidate will join Bullers Wood at an exciting time following the creation of the Lumero Educational Trust comprising of four secondary schools including Bullers Wood School for Boys, Chislehurst School for Girls, Charles Darwin and a further eight primary schools. This will give additional opportunities for enhanced professional and career development for colleagues working within the Trust.

When completing the application form, please follow the instructions below and demonstrate clearly how you meet the person specification and job description. If you have any questions or wish to visit before applying, please do not hesitate to contact our Human Resources Manager, Mojoko Noah.

I very much look forward to receiving your application.

Yours sincerely



Simon Hardwick
**Headteacher**

# An Introduction to Bullers Wood School for Girls

**The School**

Bullers Wood School for Girls is a highly successful comprehensive 11 – 19 girls' school with boys admitted to the sixth form. We are significantly oversubscribed, with admissions from over 50 primaries, and enjoy an excellent reputation in the community.

The number on roll is 1557, including 407 students in the mixed sixth form. We serve a very supportive community, and parents/carers have a choice of Bullers Wood School for Girls as a comprehensive school or selective education within Bromley and other LAs (Bexley, Kent). The proportion of students eligible for free school meals is below the national average. About a fifth of the total roll is from an ethnic minority background and some 20 languages are spoken. Very few students are learning English as an additional language. The behaviour of students is excellent, with all keen to learn and succeed.

In 2025, 80% of students achieved 5+ GCSE's at 9-4 including English and Maths, and 46% of A level results were graded A* - B.

The staff at Bullers Wood School for Girls are friendly, hardworking and conscientious. We actively promote continuing professional development for all staff, in line with the needs of the individual and those of the School. We offer a full and comprehensive induction and ongoing support programme for all new staff. ECTs are allocated a dedicated mentor to support them through their ECT years.

The School is a founder member of the highly regarded Bromley Schools Collegiate Initial Teacher Training Collegiate which enables our staff to share their expertise and good practice with others. We also train teachers through the Graduate Teacher Programme.

Twenty-two acres of woodland and landscaped grounds surround Bullers Wood House, a mansion with interior design by William Morris and exterior by Ernest Newton – both leading Victorian designers. This makes it unique, creating a high-quality environment and atmosphere which students enjoy and remember.

**Our Ethos**

Our purpose is to develop well qualified, confident and appreciative individuals who show tolerance and co-operation and are ready to play positive roles in the international community.

**Expectations**

At Bullers Wood School for Girls, we expect our Support Staff to:

- Have a passion for education and be open to innovative approaches in everyday aspects of school life

- Be passionate about their subject area and lifelong learning
- Be committed to securing the best outcomes for all students in the school
- Offer enrichment and extra-curricular experiences related to their subject area and beyond
- Contribute to the overall development of the school
- Be flexible in their approach, adapting to new challenges

In return, we will offer you:

- The opportunity to be part of a forward-thinking team
- The opportunity to work with pastoral and subject leaders to create an exciting and engaging curriculum
- Enhanced professional and career development opportunities
- The opportunity to work across both schools in our Trust

## Position Summary: Cover Supervisor

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| Job Title: | Cover Supervisor |
| Reports: | Cover Organiser |
| Hours of Duty: | 8.15am to 3.05pm<br>With 35-minute unpaid lunch break |
| Term time contract: | 30 hours a week for 37 weeks per year |
| Holiday: | To be taken outside school term times. |
| Salary: | BR6 £18,560 - £20,356 Pro-rata (for 30 hours, 37 weeks)<br>(FTE £27,262 - £29,900) |

**Main purpose of the position:**

To supervise whole classes when teachers are absent and to assist students in completing work set to ensure that effective learning takes place.

**Responsibilities:**

a) Cover for absent teachers

- Check lessons to be covered each day.

- Collect cover work via email/from the cover box in the Staff Room.
- Be punctual for the start and end of lessons and begin lessons promptly.
- Register the class every lesson (within the first 5 minutes) using the school's electronic registration system as a check on punctuality, internal truancy etc and ask students to use your title and surname when they respond rather than just 'Yes' or 'Yes Miss/Sir'.
- Explain to students the work that has been set and project it/write it on the board. Distribute resources as appropriate.
- Supervise the class in the absence of the class teacher, expect and encourage high standards of work and assist the students in completing work set.
- Do not permit the students to leave the classroom without a valid reason. Students should be issued with an out of lesson pass in their contact book if they leave the room.
- Check the room is tidy and litter free at both the beginning and end of the lesson and, if not, ask students to assist in tidying up.
- Follow the school's Behaviour for Learning Policy with due regard to behaviour expectations, rewards and sanctions.
- Follow up on any behaviour issues promptly using the School's procedure – by the end of the day unless serious in which case immediate action is required.
- Use school systems to remove students who disrupt the learning of others.
- Ask students to stand before being dismissed formally at the end of the lesson - students should leave the class before you.
- Make sure the board is clean before you leave the room, turn off the interactive whiteboard and log off the computer.
- Return lesson details, register and work completed by students to the pigeon hole of the member of staff you are covering before the end of the day.

b) Other

- Undertake form registration for absent form tutors, supervise students during form time and undertake any duties required of the absent form tutor in this time
- Assist form tutors in form time
- Escort students to assembly and supervise entrance and departure.

- Support teaching staff in lessons if not required to cover absence.
- Undertake break duty as required.
- Invigilate exams as required.
- Participate in school trips and visits as required.
- Uphold the ethos and policies of the school, including the commitment to safeguarding and promoting the welfare of children and young people.
- Undertake any other duties as may be reasonably requested.

*This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the post holder.*

We are an equal opportunities employer and are committed to fostering a diverse, inclusive culture. We particularly encourage applications from candidates from backgrounds currently underrepresented in our staff body.

## Application Process

**How to apply**
Applicants should complete the application form and submit it to HR@Lumero.org by **Wednesday 25th November 2026**

**Interview Process**
Candidates will be shortlisted, and successful candidates will be interviewed **Friday 4th December 2026**

i. Suitable applications will be shortlisted for interview as quickly as possible.

ii. If you are successful, you will receive a phone call followed by an email inviting you to attend for interview. It is therefore important that you give us a daytime telephone number and an email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.

If you require any assistance in attending for interview, please let us know the nature of that assistance in good time so that we may make appropriate arrangements.

iii. Candidates called to interview will

- have an opportunity to meet with staff.
- be expected to conduct a number of tasks to test areas required as per the person specification.
- attend a panel interview.

## Pre-employment Checks

Lumero Educational Trust is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered "spent".

The successful applicant will also be required to:

- Provide details of two referees who know them in a professional capacity. It is policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work.

## Policy on Equal Opportunities

The Trust is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. The Trust is opposed to any form of discrimination against any individual or group and welcomes the fact that our Trust includes a diversity of individuals from many races and cultures. Behaviour, which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.

Send your completed application form by email (if downloaded from our website) or through the post to:

**Bullers Wood School for Girls and Sixth Form**

HR Department
Human Resources
Bullers Wood School for Girls
St Nicolas Lane, Logs Hill, Chislehurst, Kent BR7 5LJ
HR@Lumero.org



## Lumero Educational Trust

**Registered Office:**

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Logs Hill
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Website: www.lumerotrust.org
Website: www.bwsgirls.org