

Cover Supervisor





Welcome from Ros Allen, Principal

Thank you for your interest in working at Weydon School. It is a great privilege for me to be the new Principal of a school, which whilst being one of the largest 11-16 schools in the area, cares for the individuals within it.

We are a school with a wonderful tradition of academic excellence, which ensures all of our students, regardless of their starting point, fulfil their potential, due in large part to our enriching and stimulating curriculum which is delivered by a committed and inspiring staff body. Our world-class facilities, alongside our investment in contemporary technologies, ensure that the student and staff experience is difficult to match in the state sector, and also provides the opportunity for our 1600 strong student body to take advantage of a vibrant, inclusive and exciting extra-curricular programme which builds character, resilience and leadership.

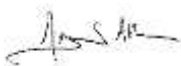
Staff retention is high, not only because of the culture of mutual support between the members of our team, but because our students are a joy to work with; intellectually curious, well-behaved and engaged, they seek to be challenged and respond superbly to teaching which encourages rigorous and deep thinking.

Our record of academic success, most recently in 2024 when 49% of all GCSE grades were at grades 7-9, our 2023 Ofsted report which evaluated our quality of education as outstanding, and our numerous accolades from SSAT and the Sunday Times Parent Power list are pleasing, but we remain relentless in our desire to improve and we welcome new colleagues who will contribute to our continued pursuit of excellence in all that we do.

Key to this is our absolute commitment to professional development; each Monday school finishes early, so that time can be given to dedicated CPD and it is a delight that so many colleagues have secured career advancement at Weydon and elsewhere in the WMAT Trust of which we are a proud member, as a result of the opportunities and development they have received at Weydon.

We very much hope you will submit an application to work at Weydon School. Working in school is a demanding role, and we are committed to ensuring that the hard work of every colleague is recognised and valued, that we work collaboratively and creatively to reduce workload, without reducing the autonomy of teachers in the classroom, and that all new members of staff quickly feel that they belong to, and are cared for as a member of the Weydon community.

I very much look forward to meeting you.

A handwritten signature in black ink, appearing to read "Ros Allen".

Ros Allen (Ms)
Principal

Our vision: Joy and ambition

Weydon is a joyful community which is ambitious for all its members and is restless to improve. We are driven by a moral purpose to provide an excellent and innovative learning experience which develops scholarship, character, confidence and leadership.

Our values: Believe, Belong, Care



Our values in action: The Weydon Way

- We have the **highest expectations** of each other. These are set not by creating a fear of failure, but by our absolute **belief** in the potential of every member of our community to achieve great things and in our responsibility to support them to do so
- We are driven by the mission for all to experience **the joy of belonging** to an inspiring, **ambitious**, safe and compassionate community in which all are valued and respected
- We **believe** the best in everyone and therefore every interaction is considered, thoughtful and kind, even when we do not agree with each other
- We **believe** by **caring** for others in our school and in the wider community, we will experience joy, purpose and pride
- We act with **integrity** by doing and saying the right thing whether or not anyone is watching

An Introduction to the Cover Team at Weydon School

The Associate Team are a valuable and integral part of the Weydon Community and with their wealth of experience, the contribution they make to the success of the school helps to make it the fantastic place that it is. Every member of the team plays an important role in the students' journey from transition into Year 7 through to Year 11. There are many opportunities outside your role to get involved in school life including helping at the various shows, going on trips and running clubs for students.



The Staff are organised into teams and report into the Associate Team Leaders who line manage them. This helps to support each individual staff member enabling excellent communication, the sharing of knowledge and ultimately career progression. We are passionate about ensuring the relevant CPD is available for everyone and the Performance Management Programme assists in highlighting this.

The day of a cover supervisor is always varied with no two days ever the same. We have a strong team of Cover Supervisors, who could be covering tutor time, and up to 6 periods of cover each day or supporting departments with prep work and planning. The Cover Supervisors are supportive and actively involved in all areas of school life. To be successful in this role you will be confident working with our students to support their learning when their usual classroom teacher is absent.

Cover Supervisor

Start date	ASAP or September 2026.
Contract	Permanent
Hours	Term time only, 3/4 days a week to be discussed at interview.
Salary	WA5 £27,224 - £31,341 per annum FTE. Actual starting salary for 23 hours a week over 4 days is £14,960.



We are looking for confident and motivated individuals to join our team of Cover Supervisors. The main purpose of this role is to support teachers and provide cover for absent staff. This is an exciting opportunity to work with our amazing students in a supportive, friendly and professional environment.

We are seeking to appoint well-qualified and friendly individuals who are enthusiastic about supporting young people. Cover Supervisors support the work of curriculum areas whilst a teacher is absent in order to ensure that learning is taking place and students are making progress. You will be expected to supervise classes across a range of subjects. To be successful, you will have a firm but friendly approach and be self-confident in dealing with young people.

Come and visit us!

Please come and visit and meet members of our team before you apply. Weydon School is a large, vibrant and over-subscribed school in an unspoilt area of Surrey within easy reach of London. We are the founding member school of the Weydon Multi Academy Trust, which also comprises Woolmer Hill School, Rodborough School, Farnham Heath End School, Frogmore Community College, Tomlinscote, Farnborough Sixth Form College and Eggar's School alongside primary and specialist schools from the local area. The close proximity of these schools allows many opportunities for staff collaboration, particularly on SEND and curriculum and assessment; there is a Trust Director for SEND who works with SENDCOs across the Trust. The Times frequently rates Weydon School in the top 10 of 11-16 schools in England attainment at GCSE is exceptional. Weydon also features in the Good Schools Guide where it is described as "slick state schooling at its best". You can read the full report [here](#).

Benefits of working for Weydon and WMAT

- Free use of our fitness suite & extra-curricular opportunities such as staff Zumba/Yoga
- Cash back medical scheme
- Priority admissions for Children of staff (subject to service/skills shortage)
- Access to the Local Government Pension Scheme with generous employer contributions
- Lifestyle discounts and benefits scheme through our employee benefits platform
- Cycle to Work
- International school trip opportunities
- Extensive CPD opportunities



To Apply

If you would like to discuss the post or have a tour of the school and our exceptional facilities before making an application, you would be very welcome. Please contact Miranda Francis, HR Officer, either through our recruitment portal; or on 01252 725052 or mfrancis@weydonschool.surrey.sch.uk

Apply Here

We reserve the right to close early and call for interview immediately, therefore early applications are actively encouraged.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks. We recognise our moral and statutory responsibility to safeguard and promote the welfare of all children. We make every effort to provide a safe and welcoming environment underpinned by a culture of openness where both children and adults feel secure, able to talk and believe that they are being listened to. We maintain an attitude of "it could happen here" where safeguarding is concerned.



Job Description Cover Supervisor

Purpose of role: Support the work of Curriculum Areas and the School whilst members of teaching staff are absent by:

Key responsibilities

- Supervising classes as required including taking required registers
- Communicating the work set by the class teacher and assisting students to complete this work
- Managing the class to ensure the work is done to a high standard and behaviour is as expected
- Overseeing the collection of books and equipment and returning them to the appropriate place
- Ensure the students leave the classroom in good order
- Use the school's reward and behaviour policies as appropriate.
- Update the class teacher regarding the work that has been done.
- Support the work of the Curriculum Areas by providing admin assistance when there is no cover

Required attributes

- A firm but friendly approach and be self-confident in dealing with young people
- Excellent standards of accuracy
- Team player
- Able to work on own or as part of a team
- Professional smart appearance
- Organised and must be able to prioritise, multi task, work under pressure and to deadlines
- Must demonstrate tact, confidentiality and discretion at all times
- Proactive, motivated, calm and shows initiative
- Reliable and excellent time keeping
- Willing and able to undertake training and development to broaden skills
- Able to relate, communicate and empathise with students and staff
- Enhanced DBS clearance
- Medical clearance
- Satisfactory references

Additional Duties and Responsibilities

- To support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body
- To uphold the school's policy in respect of child protection matters
- First Aid as required
- Back up for other roles as required

The person undertaking this role is expected to work within the policies, ethos and aims of Weydon School and to carry out such other duties as may reasonably be assigned by the Principal. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members. All staff take an active role in Weydon's care and guidance of students. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Person Specification Cover Supervisor

Education and Training	<p>Studied to a minimum standard of GCSE (grade 9–4) or equivalent, in English and mathematics, and ideally Science</p> <p>Enjoy working with secondary age children</p> <p>High level vocational qualifications and willingness to continue to develop within an education setting</p> <p>Experience of working in a school environment is beneficial</p>
Abilities and Skills	<p>Ability to build and form good relationships with students, colleagues and other professionals</p> <p>Ability to work constructively as part of a team, understanding school roles and responsibilities including own</p> <p>Ability to improve own practice/ knowledge through self-evaluation and learning from others</p> <p>Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals</p> <p>Good standard of numeracy and literacy skills</p> <p>Ability to absorb and understand a wide range of information.</p> <p>Ability to manage and deal with confidential data/issues appropriately</p> <p>Ability to proficiently use office computer software including word-processing, spreadsheet, database and internet systems</p> <p>Experience in the use of Arbor or willingness to learn</p>
Required attributes	<p>Confident in dealing with young people</p> <p>Initiative and ability to prioritise one's own work</p> <p>Able to follow direction and work in collaboration with the line manager and leadership team</p> <p>Able to work flexibly to meet deadlines and respond to unplanned situations.</p> <p>Efficient and meticulous in organisation</p> <p>Desire to enhance and develop skills and knowledge through CPD</p> <p>Commitment to the highest standards of child protection and safeguarding</p> <p>Recognition of the importance of personal responsibility for health and safety</p> <p>Commitment to the school's ethos, aims and its whole community</p>