Job Profile – Cover Supervisor

Introduction

Working as part of a lively, well-managed and successful team, and supporting delivery of interesting and stimulating lessons, we are seeking someone with commitment, versatility and enthusiasm. Providing class supervision when a teacher is absent ensuring that planned learning for students continues.

We welcome applications from candidates who may be considering a career in education and would benefit from experience of working in a school.

Salary

SESSET 6 £23,935 - £26,128 p.a. (£31,102 to £33,952 FTE)

Based on 32.5 hours per week. Full school days ideally with some flexibility on weekly hours.

Contract

Up to 32.5 hours per week, 39 weeks (term time only), fixed term to 31 August 2027

Responsible to

Assistant Head - Cover

Person Specification – Cover Supervisor

In selecting candidates for interview and eventual selection, the school will be looking for candidates with relevant education, experience, job-related knowledge, aptitudes, and skills, and many of the personal qualities listed below. The school welcomes applications from candidates who consider they could meet most, if not all, the requirements listed.

Education, Training and Experience

- GCSE English and Maths at Level 4 (Grade C) or above
- Working with teenagers (desirable)
- Working within a school (desirable)

Knowledge, Aptitude & Skills

- A keen interest in children as individuals, in how they learn, and in a collaborative approach to learning
- Commitment to developing knowledge of ICT skills (Word, Arbor)
- Able to work well with all staff
- Relate well to students of secondary school age on a one-to-one basis and in small groups
- Organisational skills for directing students in their learning
- Creative skills for producing resources

Personal Qualities

- Positive and solution focused
- Flexible, able to prioritise and manage time effectively
- Effective oral and written communication
- Reflective, approachable and have a sense of humour
- Able to work independently and as part of a team, establishing good working relationships with a wide range of people including students, parents, governors, and colleagues

Role & Responsibilities – Cover Supervisor

Role	Responsibility
Support the assigned teacher of the class	• Supervising whole classes during pre- planned learning activities • Collecting finished work as necessary and returning it to the appropriate teacher • Promoting positive values, attitudes and good pupil behaviour • Report, as appropriate using the school's agreed referral procedures on the behaviour of pupils and any issues arising
Supporting pupils	• Helping pupils to access pre planned learning activities • Ensuring that resources are available to pupils • Responding to pupils and providing general guidance or advice • Establishing productive working relationships with pupils, acting as a role model and setting high expectations for behaviour • Promoting inclusion and acceptance of all pupils within the classroom • Encouraging pupils to interact and work co-operatively with others
Lunchtime Supervision	• To supervise pupils at lunchtime in the canteen and around the site
Examination invigilation	• To supervise pupils during examinations (internal and external) and carry out related administration tasks
General administration	• To carry out general administration tasks as required. Flexibility in deployment is required.

This is a description of the main responsibilities of the post at the date of issue. These may change over time as requirements and circumstances change. The person in post may also have to perform other duties as may be necessary from time to time and would be expected to undertake any reasonable task, as directed by their line manager.

Further information

To find out more about the post, please contact us and ask to speak to Yasmin Sheikh (Assistant Head) and visit our website The Ashcombe School - Working Here for information.

How to Apply

To apply, please go to our website The Ashcombe School - Working Here to download and complete the Support Staff Application Form. Please send your completed version to hr@ashcombe.surrey.sch.uk.

The closing date for applications is **8.00am on Tuesday 2nd December 2026**, but early application is advised as the school reserves the right to interview and appoint as applications are received and before the closing date.

Candidates selected for interview will be informed by email. We do not generally contact candidates who are not shortlisted.

Safeguarding

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake and Enhanced Disclosure check by the Disclosure and Barring Service (DBS).

We will also carry out an online search about you for information that is publicly available online. This will include social media accounts you may hold. This will only be carried out on shortlisted candidates and before interview. This processing of data will be conducted under the legal basis of Article 6e public task in line with guidance laid out in para 21 of Keeping Children in Safe in Education (KCSIE) 2026. Any data collected during this search will be retained in line with our retention schedule which is available on request.