



The Abbey

Cover Supervisor

(Part Time/Full Time Fixed Term Contract starting September 2025 - August 2026)

Candidate Information



The Abbey

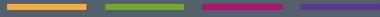
Welcome from the Head

Will le Fleming



Click on Will's photo to find a Welcome from the Head video.





The Abbey

Leading with Confidence
Learning with Purpose
Living with Joy

Job overview

The key function of the role is to cover lessons for teaching staff in their absence and to play a key role in the organisation of day-to-day cover at the school. The Cover Supervisor will be expected to engage in activities as detailed below.

Due to the responsibilities the working pattern for this role is 8.00 am - 4.00 pm.





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Key responsibilities

- Play a lead role, working with staff such as the Director of Studies and Deputy Head Academic in organising the covering of lessons when Senior School teachers are absent
- Take responsibility for covering classes and supervising students when teachers are absent
- Manage the behaviour of students
- Deal with any issues or accidents within School procedures
- Report back to other teaching staff the behaviours of students
- Support students' learning
- Work within a timeframe
- Communicate effectively and sensitively with teaching and support staff
- Support School administration as required
- Provide cover in the school as required, to include the main Reception.
- Library/Nurses' room and any other areas as appropriate.



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Candidate requirements

Person specification

- Will have experience working/managing children and can work to a timescale
- Have the ability to keep students motivated and engaged
- Excellent management and organisation skills with the ability to prioritise tasks
- Confident with ICT
- Good communication and interpersonal skills
- Passionate about supporting students with their learning
- Exemplary pastoral and safeguarding practice
- Commitment to the School's ethos and values

Qualifications

- GCSEs in English and Maths (or equivalent)
- First Aid Qualification (desirable) training will be provided



About The Abbey



Staff and governance

The Abbey School has over 1,000 students on roll with over 700 in the Senior School. The School has a workforce of approx. 300 Teaching and Support Staff.

Values

Our values are courage, honesty, and kindness. We champion them every day; we are informed and tested by the positive tension that exists between them; and we seek to examine all our actions and choices in their light.

Purpose

Working in partnership with families, we support each individual student to expand their horizons, discover their passions and fulfil their potential.

We offer academic excellence, extra-curricular opportunity and pastoral assurance within an environment prioritising kindness and fellowship.

Our objective over 130 years of leadership, innovation and reform has been to provide a liberal, practical and general education. That remains true today:

- Liberal in thought, tolerance, and generosity
- Practical in preparing students to face a changing world on their own terms, excited by opportunity, resolute towards uncertainty and committed to leadership and service
- General in the remarkable breadth and range of experience and encouragement to participate



Reading town

The Abbey's town centre location places us at the heart of a thriving, busy and diverse community, whilst our extensive coach network helps provide accessibility from locations across Oxfordshire and Berkshire for both Junior and Senior girls.

As one of the most vibrant towns in the UK, with a focus on technology and innovation industries, Reading offers wonderful opportunities, from the glories of the Chilterns and the Thames, and beautiful parks, to outstanding shopping and a constantly evolving restaurant scene.

Getting to The Abbey

By Car - ten mins from the M4, Junction 10 or 11

By Bus - The Abbey is served by the no. 21 bus which stops outside of the school

By Train - 20 minute walk from Reading Train Station





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Package

This role is a full time/part time fixed term contract from September 2025 to August 2026.

Salary

£24,404 (full time equivalent)

Pension

All eligible teaching staff will be automatically enrolled into the School's defined contribution pension scheme, Aviva APTIS. The School will contribute 15%; a % of this may be used as flexible pay as per the employee's instruction. Comprehensive life cover and ill health capacity insurance is also available to all teaching staff

Location

**The Abbey Senior School
Kendrick Road,
Reading, RG1 5DZ**



Abbey life & benefits



Dining



Electric Vehicle Leasing Scheme



Free Parking



Cycle Scheme



Sports Facilities



Employee Assistance Programme (EAP)



Pension



Income Protection



Family Friendly Policies



Concessions and Discounts



Private Healthcare Scheme



Interest Free Season Ticket Loan



Professional Development



Staff Accommodation
(subject to availability)



IT equipment and resources



Application

Candidates will be invited to attend a formal interview and have a tour of the school. Applications will be dealt with as we receive them. We reserve the right to close the application process early if a suitable candidate becomes available. We therefore actively encourage early applications.

Closing date

10 August 2025

Application Form

[Click here to download
the application form](#)



The Abbey



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Terms and conditions

Diversity and inclusion

The Abbey is passionately committed to promoting and supporting a diverse and inclusive community of staff and students. We seek to offer fair and inclusive interview and employment policies and arrangements that avoid bias and support all applicants and staff equally.

Safeguarding

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Health and safety – it is a duty of employees:

- To be familiar with, and conform to, the School's Health and Safety Policy and procedures
- To take reasonable care of themselves and other persons who may be affected by their acts or omissions at work
- To cooperate with employers in order to ensure that employers' duties can be performed and complied with
- To report all accidents and damage immediately
- To report all observed hazards or dangerous occurrences immediately
- Neither intentionally nor recklessly to interfere with any equipment provided

Security

All employees are required to remain vigilant on the School premises and to report any security issues to the Head of Finance and Resources immediately.

Terms of employment

Under current legislation, the School is required to advise applicants that this appointment will be subject to a satisfactory enhanced criminal record check by the Disclosure and Barring Service.

Details of any criminal record (spent or unspent, due to exemption from the Rehabilitation of Offenders Act 1974) must be disclosed at interview. Only relevant convictions and other information will be considered, so disclosure need not necessarily be a bar to obtaining a position at this School.