

Cover Supervisor

Required as soon as possible – Full Time

Salary: Scale point 5, 12-17, £28,598 – £31,022 (Actual £24,707-£26,802) 37hrs per week. Term time plus 5 training days.

Initial fixed term contract until 31st July with potential for a permanent position from September.

Closing date for applications: 11th February 2026

Interviews: Applications will be considered on receipt.

- Do you want to work in a school where behaviour is exceptional and teachers can teach as the expert in the room?
- Do you want to work in a school where staff are valued, supported and developed?
- Will you be the best Cover Supervisor that you can be and a member of staff that colleagues can rely on?
- Will you put our students and their futures first?

What we give you:

1. **Small school, BIG family** – Our people, students and staff, and the relationships that they have with each other are the biggest reason for our incredible success. We value every person and every role. You will be part of a cohesive and caring community, be proud of your school and have a sense of belonging.
2. **The most improved school in the country** – You will be joining an ambitious, talented and positive team of leaders and staff who are determined to make the school, themselves and our students the very best that they can be.
3. **Exceptional Behaviour** – Students at Ridgeway behave impeccably and are polite and respectful. Our strong routines, silent corridors and centralised behaviour systems improve well-being for all.
4. **Staff well-being** – Staff are happy at Ridgeway and would recommend working at this school to another colleague. We remove unnecessary tasks and have reduced data and administrative tasks.
5. **Professional Development** – You will receive an excellent induction and consistent continual support and CPD. You will work alongside exceptional colleagues and receive support and coaching from senior admin staff and the senior leadership team. You will be part of a strong MAT where individual talents are nurtured and there are opportunities for collaboration and career growth. This is a school and trust in which you can build an exceptional career.

Ridgeway Secondary School is a great school, a place where the very best staff want to work with amazing students in a supportive environment. In May 2025 we were judged as “outstanding” in 3 categories by Ofsted we were extremely proud to be officially recognised as the most improved state funded secondary school for Progress 8 in 2024. Come and visit us to see for yourself, the incredible progress that we have made in such a short space of time and the amazing learning and working environment that we have created.

Interested candidates who wish to have an informal conversation about this role are welcome to contact Matthew Ball, Headteacher. Further information, including job description, person specification and application form, are available from the school website

www.ridgewaysecondary.org.uk, alternatively please email hrea@rss.shiresmat.org.uk .

Ridgeway is an equal opportunities employer, and all appointments are subject to appropriate checks for child protection and safety. Applications should be made via the Ridgeway application form addressed to Mrs H Rea, PA.

Appointment will be subject to references and an Enhanced DBS check in line with school safeguarding policy.

Job Description

Post Title – Cover Supervisor

Salary Scale: Scale point 5, 12-17, £28,598 – £31,022 (Actual £24,707-£26,802) 37hrs per week, term time plus 5 additional training days.

Initial fixed term contract until 31st July with potential for a permanent position from September.

Responsible to: Headteacher/SLT

Purpose of the Role

To ensure the smooth organisation and delivery of daily staff cover, maintaining continuity of learning and high standards of behaviour by coordinating cover arrangements and supervising classes in the absence of teaching staff.

Main Responsibilities and Tasks

Cover Organisation & Coordination

- Be the point of contact for staff absence ensuring that policy is followed.
- Organise and manage daily cover arrangements for teaching staff absence.
- To ensure that the cover lesson resources and instructions are provided by staff/HoDs in a timely manner and are of high quality.
- To feedback to the HoD on the quality of cover work set and to ensure that the HoD and class teacher are aware of the work completed, any issues and the starting point for the next lesson.
- To feedback to the class teacher on the progress made by students in the lesson and possible misconceptions that may need addressing in future teaching.
- Meet with PA to Headteacher and liaise closely with SLT to ensure appropriate deployment of staff.
- Communicate clearly and professionally with teaching and support staff regarding cover expectations.
- Liaise with external supply agencies, booking supply staff when required.
- Ensure cover arrangements are accurately recorded and communicated in a timely manner.
- Produce half termly reports and data regarding cover and supply need and deployment.
- Adapt quickly to changes during the school day, responding calmly and effectively.

Classroom Supervision & Teaching

- Supervise classes during staff absence, delivering pre-planned cover work.
- Implement the school's behaviour policy and classroom routines to help maintain a calm, purposeful learning environment with high expectations for behaviour and engagement.
- Support students to remain on task and complete work to a good standard.
- Uphold the school's behaviour systems consistently and confidently.
- Build positive relationships with students, promoting Ridgeway's values at all times.
- Support teaching colleagues in lessons when no cover is required and/or support students within class or in small groups or one to one where intervention may be required.

Professional Responsibilities

- Maintain absolute confidentiality and discretion regarding staff absence.
- Work collaboratively with colleagues to support the smooth running of the school.
- Contribute to a culture of professionalism, respect, and high expectations.
- Attend relevant meetings and training as required, attending assembly time T&L CPD where possible.

- Safeguard and promote the welfare of children and young people at all times.
- Share information about students with other staff, parents / carers, as appropriate;
- Understand and support independent learning and inclusion of all students as required;
- Support students in developing and implementing their own personal and social development;
- Develop students by encouraging independence, self-discipline and resilience;
- Maintain confidentiality and adhere to safeguarding procedures;
- Break-time supervision;
- Demonstrate and adhere to the schools health and safety policies and procedures.
- Undertake any other tasks as reasonably required by the Headteacher.

Other Duties

- To carry out the professional duties as reasonably requested by the Headteacher.
- To act as a role-model for students and other members of staff and represent the school in a manner consistent with its ethos and values.
- To ensure that all work with students underpins and promotes the school's ethos and values as reflected in the School's Aims & Values.
- To promote and safeguard the welfare of all students at Ridgeway Secondary School.
- To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training activities.
- To undertake such other duties/training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the Academy's Health & Safety Policy.
- To attend school training days as required.

Commitment to Safeguarding Children:

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with by:
- Having excellent knowledge of the school safeguarding policy and procedures regarding child protection.
- Becoming aware of the signs and symptoms of abuse by attending relevant safeguarding training.
- Understanding and support the school by attending training relevant to current national safeguarding issues such as The Prevent Duty, Child Exploitation, Female Genital Mutilation.
- Reporting all causes for concern to the Safeguarding team using detailed and accurate information.
- Ensuring the safety of all students in the school learning environment both indoor and outdoor.
- It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead (or in the case of staff to report to the Headteacher).

School Ethos:

- To play a full part in the life of the school community, to support its values and ethos and to encourage staff and students to follow this example.
- To promote actively the school's corporate policies.
- To comply with the school's Health & Safety policy and undertake risk assessments as appropriate.
- To comply with the school's GDPR policy.
- To comply with the school's Code of Conduct for employees.

Equalities:

- To understand and comply with the Equality Information and Objectives Policy.
- The Trust is committed to the promotion of equal opportunities and diversity.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Notes:

1. The School reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
2. The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equal Opportunities Policy.

Signatures:

The school will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade. The job description should be seen as enabling rather than restrictive and will be subject to regular review.

Special Requirements:

An enhanced Disclosure and Barring Service (DBS) check and references will be requested in the event of a successful applicant. Where applicable, a prohibition from teaching check will also be completed.

Signed
 (Issued by - Headteacher)

Signed
 (Received by – staff member)

Dated

Dated

Cover Supervisor: Person Specification

Education and Qualifications	Essential	Desired
Demonstrate levels of numeracy and literacy equivalent to GCSE (9 – 4 / A-C).	✓	
Experience of working with young people in an educational or similar setting.	✓	
Commitment to personal/professional development	✓	
Knowledge, Experience and Skills	Essential	Desired
Knowledge of Safeguarding and other child-related legislation	✓	
Ability to manage and supervise a classroom effectively.	✓	
Strong organisational skills with the ability to manage competing priorities.	✓	
Excellent communication skills, both verbal and written.	✓	

Competent IT skills (e.g. email, school systems, basic data handling).	✓	
Confidence liaising with senior leaders, colleagues, and external agencies.	✓	
Ability to remain calm, flexible, and solution-focused under pressure.	✓	
Personal Qualities	Essential	Desired
Ability to establish good working relationships and effective teamwork.	✓	
Willingness and ability to embrace change.	✓	
Good communication skills.	✓	
Excellent role model for staff and students.	✓	
Ability to generate ideas.	✓	
Positive, proactive, and adaptable.	✓	
Able to listen and empathise	✓	
Clear authority with warmth, able to command respect without confrontation.	✓	
Professional, reliable, and highly organised.	✓	
Attention to detail	✓	
Commitment to high standards of behaviour and learning.	✓	
Ability to motivate and inspire students	✓	
Highly motivated.	✓	
Enthusiastic and committed to support others beyond the school day.	✓	
A forward-thinking approach.	✓	
A passion for learning.	✓	
Ability to be reflective and self-critical.	✓	
Display calmness under pressure and have a sense of humour.	✓	
Ability to meet deadlines.	✓	
Drive, adaptability and resilience.	✓	
Understand confidentiality and ability to be discrete and understand professional boundaries.	✓	
Other Requirements	Essential	Desired
Previous experience as a Cover Supervisor or similar role.		✓
Experience of working in a secondary school environment.		✓
Knowledge of school behaviour management systems.		✓
Interest in progressing within education or pastoral support roles.		✓
Enhanced DBS Disclosure	✓	
Ability to understand and demonstrate a commitment to equality and diversity	✓	
Appropriate level of safeguarding training	✓	