

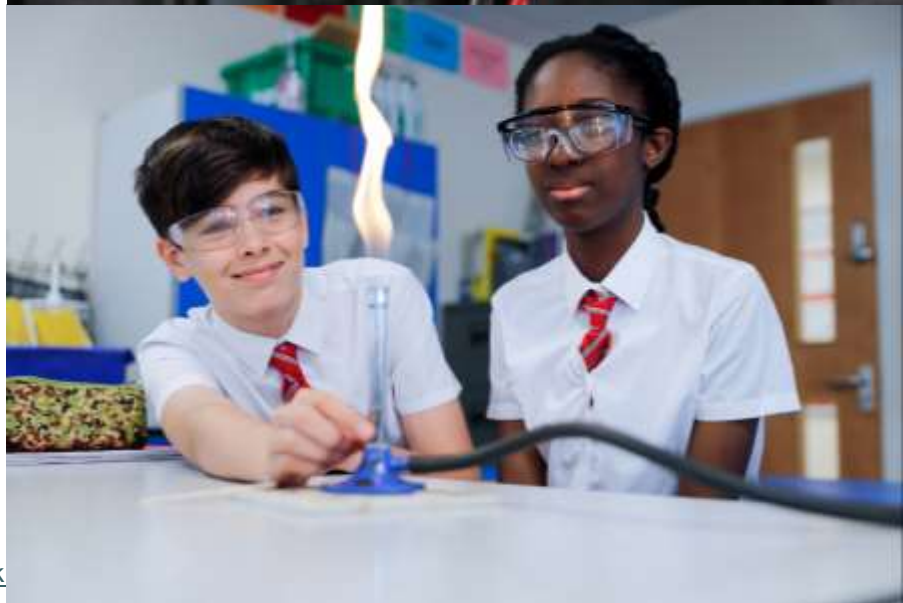
**Robert Clack School of Science**

**Executive Headteacher : Mr R.V.A. Taylor B.Sc., (Econ) (Hons)**



# RECRUITMENT PACK

**COVER SUPERVISOR**



Tel: 020 8270 4200

Website: [www.robertclack.co.uk](http://www.robertclack.co.uk)

Email: [office@robertclack.co.uk](mailto:office@robertclack.co.uk)

Recruitment queries: [mbrown@robertclack.co.uk](mailto:mbrown@robertclack.co.uk)

# Welcome to Robert Clack School

As a former pupil and member of staff for the past 20 years, Robert Clack School and our pupils mean a great deal to me. I believe that Robert Clack is a very special place; we have a strong sense of community and strive for excellence in all that we do.

We are committed to delivering a broad and balanced education, one which appreciates the importance of academic qualifications, but one which also recognises the value of vocational qualifications and the extra-curricular of sport, drama, music, the arts and debate.

Our ethos permeates every aspect of life at Robert Clack School and cultivates the values of mutual respect, compassion, discipline, high expectations and aspirations and hard work. By embracing these values, we believe that our pupils will be able to fulfil their ambitions in life, whatever they may be.

I am delighted that you are interested in pursuing a career at Robert Clack School. Please find enclosed information relevant to the role you may wish to apply for.

Good luck and best wishes.

**Russell Taylor**  
**Executive Headteacher**



# The Recruitment and Application Process

To view the job description, person specification and to download an Application Form please follow this link to the School website: [www.robertclack.co.uk](http://www.robertclack.co.uk)

Please submit completed applications either by e-mail to: [mbrown@robertclack.co.uk](mailto:mbrown@robertclack.co.uk) or through submitting an application on the vacancy which is posted on the TES and DfE website.

Please note that CVs will only be accepted if accompanied by an application form.

If you have any queries about the application process, you are welcome to contact the School's HR Manager, Emma Selvon on 020 8270 4200 x3308 or [eselvon@robertclack.co.uk](mailto:eselvon@robertclack.co.uk)

## **Safeguarding and Promoting the Welfare of Children and Young People Note:**

*Robert Clack School is committed to safeguarding and promoting the welfare of children and young people. Successful applicants must be willing to undergo identity checks, checks with past employers, an online internet search and an enhanced Disclosure & Barring Service check.*

## **Key dates:**

Closing date for receipt of applications: 8am on Tuesday 5 May 2026.

Interviews to be held: To be confirmed – during May 2026.

Commencement date in post for successful candidate/s: 1 September 2026.

# Advertisement

## COVER SUPERVISOR/S

**SALARY:** Scale 4 (exact salary: £21,989 - £22,970 per annum)

**APPOINTMENT:** 27.5 hours per week, 8.30am – 3.00pm, Monday to Friday, term-time only

We are seeking to appoint a Cover Supervisor to work under the guidance of teaching staff to deliver cover lessons in the classroom and supervise lessons during the short and long term absence of teachers. Classes will cover a range of subjects, pupil numbers and pupil abilities. This is a good opportunity for someone looking to gain experience in a secondary school teaching environment.

The successful candidate must be proactive and able to use their initiative with regards to checking for daily cover requirements. They should also have the following skills and experience:

### **The person we require will:**

- Good levels of literacy and numeracy;
- A variety of communication skills to respond to the needs of individual children;
- Excellent behaviour management skills;
- Able to develop positive working relationships with pupils;
- Flexibility and adaptability;
- Able to deliver cover lessons across a range of subjects to different pupil ages and abilities;
- Patience and a calm manner.

### **We can offer:**

- A supportive working culture that values staff at all levels and invests in people.
- Working with teaching and support staff as part of a team.
- Opportunities to continue your own professional development.
- A dynamic working environment.

# Job Description



<b>Job Title:</b>	Cover Supervisor
<b>Working Hours:</b>	27.5 hours per week, term time Hours of work – 8.30am – 3.00pm
<b>Department:</b>	Secondary – Support Staff – General Cover
<b>School:</b>	Robert Clack School
<b>Reports to:</b>	Head of School / Senior Assistant Headteacher
<b>Responsible for:</b>	N/A
<b>Number of Posts Supervised/Managed:</b>	N/A

## 1. Purpose of the Job:

- Work under the guidance of teaching staff to deliver cover lessons in the classroom during the short / long term absence of teachers.
- Supervise lessons during the short / long term absence of teachers.
- Deliver cover lessons and supervise classes for a wide range of subjects, number of pupils and pupil abilities.
- Assist with managing the behaviour of pupils.
- To support and promote the safeguarding, and welfare of all children and young people attending Robert Clack School.
- Promote positive, professional relationships with pupils, parents and colleagues to support the best interests of the pupils.

## 2. Main Activities

### Cover/Supervision

- Responsible for being proactive by checking on a daily basis when you are required to provide cover or supervision.
- Responsible for delivering cover lessons to pupils as and when required during short / long term teacher absence.
- Arrive at the necessary classroom prior to the start of the lesson.
- Ensure that registers are taken during each lesson and for form time (if required to cover a form class).
- Explain the cover work that has been set (by a teacher) to pupils and instruct them appropriately to ensure that they complete the work. Supervise planned learning activities.
- Respond to any pupils' questions or queries regarding the process or procedures.
- As required, offer explanations of the lesson content to assist pupils.
- In lessons where pupils have a range of abilities, adjust cover work to suit the needs of individual pupils.
- Collect completed work as necessary at the end of the lesson and ensure that the work is passed on to the appropriate teacher.
- Provide feedback to the appropriate teacher on the cover lesson e.g. how the lesson went and any positive or negative feedback.

- Supervise pupils during education trips / out of school activities as required.
- Act as a Form Tutor, when required.
- Participate in arrangements to prepare pupils for public and school examinations, and participate in supervision of pupils during exams, as required.
- Attend school / department meetings, as required.

### **Behaviour Management**

- Ensure that pupils are aware of the rules and routines for behaviour in lessons.
- Ensure that pupils are aware of the high standards of behaviour expected from them by promoting excellent behaviour in lessons, and around the school, in accordance with the school's Behaviour Policy. Be a positive role model.
- Report, as appropriate using the school's agreed referral procedures, on the behaviour of pupils during the lessons (positive or negative), and any issues that arising.
- Maintain high standards of health and safety in accordance with the school's policies.
- Make a positive contribution to the school's ethos and the wider school community.
- Develop professional and positive relationships with colleagues.

### **3. Statutory Requirements**

This post carries a requirement to have an enhanced Disclosure and Barring (DBS) check for Children.

### **4. General Accountabilities and Responsibilities:**

- Comply at all times with the Council and School's policies and procedures, particularly those regarding Data Protection, Equalities and Diversity, Health & Safety and Safeguarding.
- Undertake a proactive, committed approach towards the School's values and ethos.
- Comply with the competencies and standard requisites agreed by the School as relevant to your post.
- Promote the development of a high quality individual need led service, to comply at all times with the Council's and School's policies and procedures, particularly those regarding Data Protection, Equalities and Diversity and Health and Safety.
- Comply with the Data Protection Act 2018 and associated General Data Protection Regulations (all employees of the Council will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired).
- Take responsibility for continuing self-development and participate in training and development activities.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Line Manager within the grading level of the post and the competence of the post holder.



	<ul style="list-style-type: none"> <li>• Knowledge, understanding and commitment to equal opportunities and diversity.</li> </ul>		X	
<b>Knowledge, understanding and skills</b>	<ul style="list-style-type: none"> <li>• To be able to work in accordance with the school's health and safety policies.</li> <li>• Ability to adhere to all school procedures and policies.</li> <li>• Good time management and organizational skills, planning and the ability to prioritise effectively in order to meet deadlines.</li> <li>• Ability to work methodically with good attention to detail.</li> <li>• Basic knowledge of confidentiality and ability to maintain confidentiality with regard to all school matters.</li> <li>• Able to organise, prioritise and manage workload whilst maintaining a flexible approach to respond to urgent requests.</li> <li>• Patience, a calm manner and an ability to respond calmly in all situations.</li> </ul>	Application form, interview and task at interview	X  X  X  X  X  X	

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