



Job Description Cover Supervisor

Required: September 2026

Reporting to: Deputy Head (Operations)

Hours: Part Time (2 days per week, TTO)

Salary: £9,300 per annum

Closing date: Friday 1st May, 12:00 noon

Interview date: Thursday 7th May

The Role

We are seeking a confident, adaptable individual to take on the role of Cover Supervisor within the Senior School on a two-day-per-week, job share basis.

Our Cover Supervisors support the continuity of teaching and learning by supervising classes in the absence of a teacher and ensuring that pupils engage with the work set. They oversee pupils as they complete the learning activities provided, offering clarification where needed and helping to maintain focus and productivity. The role requires establishing a calm, purposeful classroom environment and reinforcing high standards of behaviour in line with the School's policies and expectations.

Cover Supervisors work across a range of subjects and year groups, responding flexibly to differing classroom contexts and encouraging pupils to take responsibility for their learning. They also undertake routine administrative tasks associated with lesson supervision, such as taking registers, gathering completed work, and reporting back on pupils' progress and conduct. When not supervising lessons, Cover Supervisors may contribute to the wider life of the School, for example by supporting small groups of pupils, assisting with duties, or helping with school activities and events.

Main Duties

- In the absence of a teacher, provide leadership and supervision and be responsible for a class of students during lesson time;
- Clearly communicate the work set by the class teacher to students and ensure that students are aware of the teacher's expectations, including prep and any other extension/enrichment tasks;
- Promote positive behaviour to maintain a calm working environment in accordance with the School's policies;
- Collect completed work after the lesson and return it to the class teacher as required;
- Report back, as appropriate, on the behaviour of students during lesson time and on any arising issues;
- When not assigned to cover a Senior School lesson:
 - Relieve teaching staff of supervision duties in the Library and/or Dulverton Sixth Form Centre;
 - Plan cover support using resources provided by teaching staff;
 - Assist with any additional cover needs in the Junior School;
- Establish positive and productive relationships with teaching staff to support students' learning and progress;
- Take appropriate action to deal with any immediate problems or emergencies in accordance with the School's policies and procedures;
- Contribute to internal exam invigilation when required;



- Accompany teaching staff and students on educational visits as may be required;
- Transport pupils to PE lessons at the School's nearby sports facilities as may be required;
- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact;
- Be aware of, uphold and contribute towards the development of the School's values, policies and procedures;
- Undertake any training and professional development necessary to effectively carry out the duties of the post;
- Any other tasks or responsibilities that may reasonably be assigned by the Deputy Head (Operations) or Headmaster.

Personal Profile

- High standards of literacy and numeracy, evidenced by GCSE (or equivalent) qualifications in English and Maths;
- IT literacy, comfort and experience using Microsoft365;
- Confidence and presence in the classroom, with the ability to supervise pupils effectively and maintain a calm, purposeful learning environment;
- Flexibility and adaptability, able to respond positively to changing circumstances and supervise lessons across a wide range of subjects and year groups;
- Willingness to support learning in non-specialist subjects, guiding pupils through work set by teaching staff and encouraging independent study;
- Strong interpersonal skills, enabling the development of appropriate, productive, professional relationships with both pupils and colleagues;
- An approachable manner, with the ability to motivate pupils and encourage engagement with their learning;
- Sound judgement and a consistent approach to behaviour, reinforcing School expectations and maintaining appropriate boundaries;
- Clear communication skills, both written and verbal, including the ability to relay relevant information about lesson progress and pupil conduct to teaching staff;
- Excellent organisational skills, able to ensure that administrative tasks such as registers, collection of work, and feedback are completed reliably and accurately;
- A collaborative attitude, working effectively with teaching and support staff and contributing to the wider life of the School where required;
- Professional integrity and discretion, including an understanding of safeguarding responsibilities and the importance of confidentiality.

Hours of Work

The Cover Supervisor will be expected to work from 08:00 to 16:30 on Thursdays and Fridays, with a one-hour lunch break each day, term-time only plus INSET days.

Benefits

- A contributory pension through Aviva APTIS;
- Generous fee remission for children being educated at King's;
- Wraparound care for Junior School children being educated at King's;



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Recruitment

recruitment@thekingschool.co.uk

- Access to a Doctor for advice and short consultations;
- Staff Wellbeing Programme and Wellbeing Day (additional leave);
- Cycle to Work scheme;
- Various discounts for local services including gym memberships and garages;
- Free access to our Employee Assistant Programme;
- Free lunches;
- Free on-site parking.

Applications

Candidates should apply through TES or by submitting a completed School Application Form and Covering Letter via email to recruitment@thekingschool.co.uk. A CV is not required.

Closing date for applications is **Friday 1st May at 12:00 noon**, with interviews taking place on **Thursday 7th May**. However, early applications are encouraged, and we reserve the right to make an appointment prior to the published closing date, if appropriate.

For further information, please contact Mr Harry Fuller on 01452 337337 or via email to recruitment@thekingschool.co.uk.

The King's School, Gloucester is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check (including Children's Barred List), satisfactory references from previous employers and eligibility to work in the UK. Applicants must be willing to undergo child protection screening appropriate to the post including a prohibition from teaching check where appropriate (which may include for some non-teaching positions) and, in line with KCSIE, an online search for shortlisted candidates only – this will consist of a Google and social media search. The search is looking for anything that calls into question the candidate's suitability to work with children, or could cause harm to the reputation of The King's School, Gloucester. Any information discovered will be shared with members of the interviewing panel prior to interview. Interviews will be conducted in person, and they will explore candidates' suitability to work with children. This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013, 2020 and 2023), which would otherwise mean that certain convictions and cautions are considered 'protected' and would not need to be disclosed to employers, and if they were disclosed, employers could not take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

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