



Cover Supervisor

Hours:	8:20 - 16:30, Mon-Fri	Contract type:	Full-time, permanent, term-time
Salary:	Internal pay scale		
Start date:	02/09/2026		

Role Overview and Key Responsibilities:

The Cover Supervisor plays a key role in maintaining continuity of learning by supervising classes during teacher absences and ensuring pupils remain engaged with pre-set work. The post holder will manage a varied daily timetable, covering both planned and unplanned lessons across a range of subjects and age groups. Responsibilities include registering attendance, explaining tasks, supporting pupils' learning, and maintaining a positive and safe classroom environment in line with school policies. The role also involves contributing to pastoral care, behaviour management, and safeguarding practices at all times. Flexibility, strong organisational skills, and the ability to respond effectively to changing demands are essential, alongside active collaboration with teaching and senior staff.

About the Department:

The Cover Supervisor works closely with academic departments and is supported by a strong leadership team including the Deputy Head (Academic), Cover Manager, and subject teachers. The department benefits from a collaborative culture, with access to extensive training, guidance, and an on-call support system to assist in managing classroom situations. Staff development is a priority, with structured induction and ongoing professional learning to build expertise in supporting pupils with specific learning difficulties.



Kindness

Spirit

Responsibility



Person Specification

Attributes	Essential	Desirable
GCSEs (or equivalent) including English and Mathematics, plus Level 3 further education qualifications.	X	
Experience of supporting or working with children.	X	
Ability to motivate and engage pupils effectively and promote positive relationships.	X	
Strong organisational and administrative skills.	X	
High standard of spoken and written English with professional communication skills.	X	
Competence in IT applications, including Microsoft Office 365.	X	
Higher education qualification (e.g., Bachelor's degree).		X
Experience leading activities for children or young people.		X
Experience supporting pupils with special educational needs such as dyslexia or autism.		X
Experience working in a school environment or using a school Management Information System (e.g., SIMS/Engage).		X

More House School is firmly committed to safeguarding and promoting the welfare of children and young people.



Our People Promise



Wellbeing & Support

- Access to a confidential Employee Assistance Programme for personal and professional support.
- Free use of on-site fitness gym to support your health and wellbeing.



Everyday Convenience & Value

- Free on-campus parking set within the School's beautiful grounds.
- Cycle to Work Scheme to support sustainable and healthy commuting.
- Access to high-street and lifestyle discounts, including teacher discounts and Blue Light Card-style savings, offering reduced prices on shopping, dining, travel, and entertainment.



Great Food, On Us

- Award-winning complimentary meals provided during working hours in the School's refectory.



Pension & Financial Security

- Teaching Staff: Access to a defined contribution pension with a highly competitive 21.3% employer contribution, including Death in Service and Income Protection cover. Eligible employees may alternatively remain in the Teachers' Pension Scheme (TPS), with the option to make up any difference above the 21.3% employer cap via a salary adjustment (further details available).
- Non-Teaching Staff: Membership of the NEST pension scheme, with employer contribution to support long-term financial wellbeing.



Career Development & Training

- A comprehensive induction programme, including a fully funded, nationally recognised Level 3 SEND qualification.
- Ongoing professional development, specialist qualifications, and continuous learning supported through INSET days and training opportunities.



Safeguarding, Equality, and Data Protection

Safeguarding Statement

This role is deemed to be one of working in regulated activity, meaning that the post-holder may expect to come into unsupervised contact with children and young people frequently in the discharge of their duties on-campus. As such, the expectations of conduct, required of all adults working at More House School, apply to this position, as does a full Safer-Recruitment vetting process of any appointee. A key responsibility of all adults working within the School is that of ensuring the effective safeguarding of all children and young people, through adherence to the School's policies; full-training is given.

This post is subject to an Enhanced DBS clearance and the receipt of satisfactory references before a formal job offer is confirmed.

Equal Opportunities Statement

More House School is an equal-opportunities employer. We welcome applications from candidates of all genders and backgrounds. All appointments are made strictly on merit.

GDPR and Data Protection Statement

By applying for this role, you agree that More House School may process your personal data for the purposes of recruitment and selection, in accordance with GDPR / UK GDPR. Information you provide will be used only for assessing your application, progressing the recruitment process, and carrying out any necessary pre-employment checks. Your data will be stored securely, accessed only by authorised staff, and retained in line with our data retention policy. You have the right to access, correct, or request deletion of your personal data at any time. Further details are available in our Privacy Notice.

