



RIDGEWOOD
SCHOOL



Recruitment Pack

Position:
Cover Supervisor



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Letter from the Deputy Headteacher

Dear applicant,

Thank you for showing an interest in this post and for considering Ridgewood School for the next stage of your career.

The school's values of respect, responsibility and resilience permeate all aspects of school life and are central to our work at Ridgewood. I am extremely proud of our school and the high quality education we provide. We insist on high standards of conduct from all our students and we expect them to behave impeccably: treating each other, our staff and visitors with kindness and respect. I have found Ridgewood School to be the most rewarding place to work. The staff, students and wider community have been incredible to work with and I am confident that the successful candidate will receive the same warm welcome.

Never has there been a better time to join us. We have a multi-million-pound new build that will ensure that the staff and students benefit from 21st Century resources. We are regularly oversubscribed in Year 7 and our Post-16 provision is thriving. For an informal conversation with me about the school or the role, or for a visit, please use the 'Contact Us' facility on our website.

Yours faithfully,

Andy Bridge

Deputy Headteacher
Ridgewood School

Values and Ethos

Our Values

We educate the whole child. Ridgewood School seeks to provide all its students with the opportunities and support which enable them to achieve and exceed their potential, not only in terms of academic achievement, but as a valuable member of the school community, and of the wider society beyond.

Ethos and Aims

- To raise the aspirations of students so they desire to achieve and exceed targets set for them, both within and beyond the classroom.
- To engender a sense of collaborative purpose, so students and staff work together to achieve their best.
- To care for students as individuals and to respect their talents, aspirations, strengths and unique qualities.
- To provide opportunities for students to be engaged, interested and challenged by what they do and learn, every day.
- To continually strive for improvement in all areas, through hard work, resilience and determination.



Our Values

We're proud of our high standards, exciting progress and strong values.



When we are kind to each other, everyone thrives.



When we take accountability for our actions, we can be proud of our achievements.



When we stay positive and try hard, we will achieve our goals.

Prepare for the road ahead.

What makes Ridgewood School special?

Staff and students at Ridgewood work hard every day to embody the school's core values: **Respect, Responsibility and Resilience**. We are enjoying a trajectory of continued success and look forward to welcoming a successful applicant who can join us on our journey. We became a standalone academy in 2011, and we are incredibly proud of the progress we have made as a school, having laid strong foundations for further improvement going forward.

Our school motto, **'Prepare for the road ahead'**, represents our belief in preparing our staff and students for their future. We exemplify our motto not only in terms of academic achievement, but also in terms of the training, enrichment and experiences which make us all model citizens. Our school values underpin what we do and contribute to our ethos in everything we undertake as a school community. We set our standards high and do not compromise, because we believe in the best for everyone.



Our Curriculum

Our academic curriculum aims to offer students of all abilities and talents an opportunity to develop their knowledge and skills across a wide variety of subjects. We are committed to providing a curriculum which is challenging yet accessible, and which fosters a love of learning, as well as enabling students to achieve success in exams and assessments. Students follow a two-week timetable in order to maximise learning time. We regularly review our curriculum, to ensure that the needs of all our students are being met. More details of each subject can be found on our website.

Job Description

Post Title: Cover Supervisor

Grade / Hours: Grade 6, 37 hours per week, term time only + 1 day

Responsible to: Assistant Headteacher with responsibility for staff cover via the Cover team under the line management arrangements of the school
Supervision of classes in the absence of the subject teacher on a short-term basis.

Purpose of role: Delivering pre-planned lessons to pupils under an agreed system of supervision adjusting activities according to pupils' needs and responses.
To promote the aims and objectives of our school and maintain its philosophy of education, ensuring the promotion and safeguarding of the welfare of our students within school.

Main duties and responsibilities:

1. To provide students with necessary resources for their learning.
2. To answer students' queries regarding the instructions left by the subject teacher.
3. Produce lessons/work plans/worksheets as directed.
4. To register and record student attendance in lessons.
5. To ensure classes enter and exit classrooms in an orderly fashion, following established School Protocols and systems.
6. To ensure classrooms are left tidy and ready for the next lesson after dismissing the class.
7. To liaise with Heads of Departments to answer queries about work set by the subject teacher when appropriate, and without leaving students unsupervised.
8. Support pupils/staff in allocated department(s) as required by Head of Department.
9. To invigilate examinations and tests as and when required.
10. To discipline pupils within the policies and practices of the department and the school. Training will be given to ensure all Cover Supervisors know how to use the school discipline system.
11. Provide addition support within the behaviour team through supervision of On Call and whole school duties.
12. To assist with school technician duties as required.
13. To participate in personal annual review process.
14. To be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
15. To co-operate with the employer on all issues to do with Health, Safety and Welfare.
16. To undertake such other reasonable tasks that the Headteacher may from time to time reasonably request.
17. To undertake appropriate training if required.

Hours of work to be 37 hours per week, term time only + 1 day. Daily hours to cover the school working day.

All employees contribute to the safety and wellbeing of the children and young people in the school.

This job role sits alongside the requirement for staff to abide by all school policies and relevant national and local requirements including terms and conditions and national standards. This job

profile is not exhaustive and the post holder may be required to undertake other duties as necessary and appropriate.

Note: This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed.

All posts at the school are subject to a six month probationary period. Confirmation of the position is subject to satisfactory completion of this period.

Person Specification

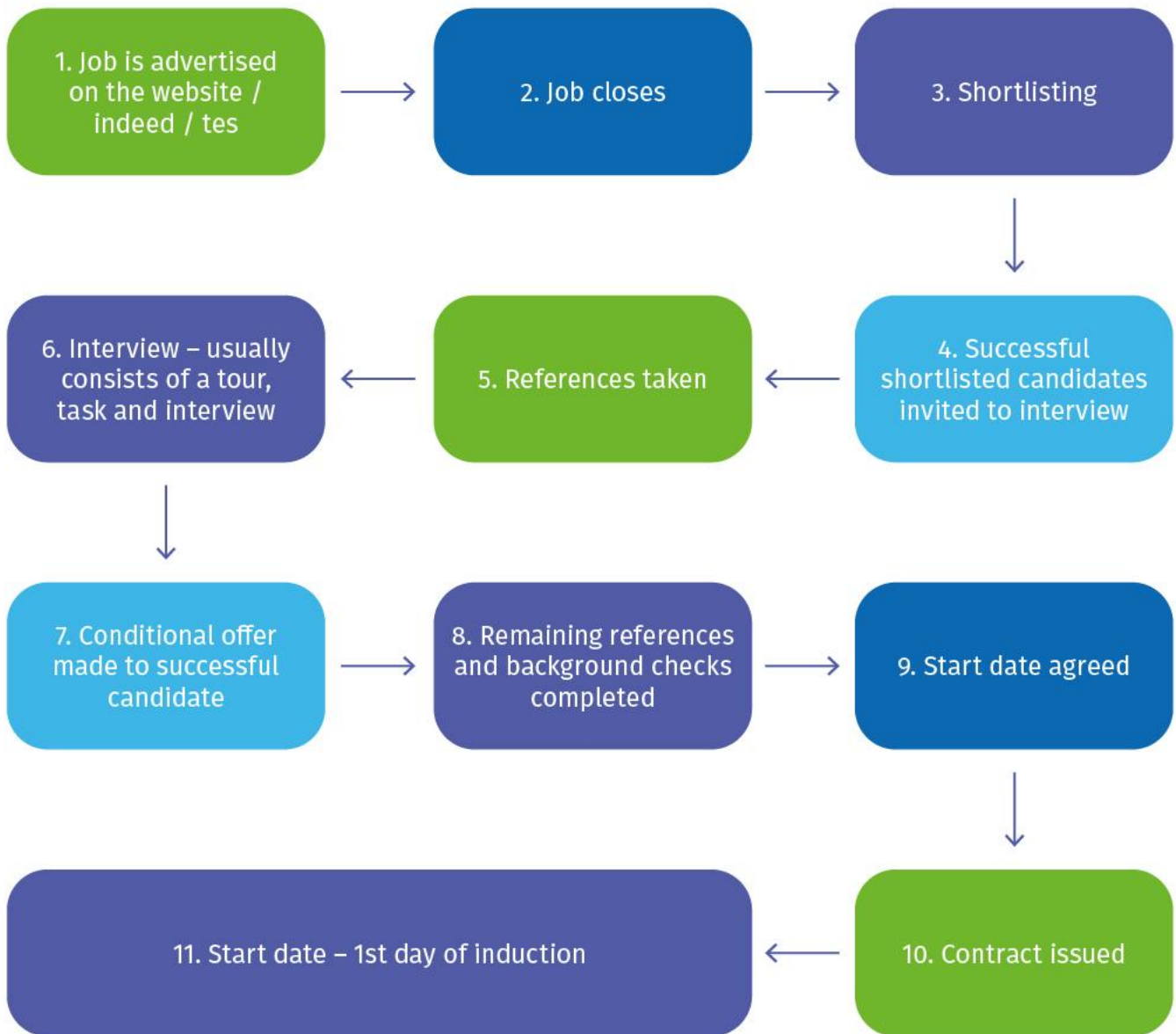
| ATTRIBUTES/ REQUIREMENTS | ESSENTIAL | DESIRABLE | HOW IDENTIFIED |
|--|---|--|--|
| EDUCATION, QUALIFICATIONS AND VOCATIONAL TRAINING | GCSE English and Maths grade C or above (or equivalent) Evidence of continued Professional Development. Willingness and ability to obtain and/or enhance qualifications and training for development in this post. | | Application Form Certificates Interview |
| RELEVANT EXPERIENCE | Experience of working in a school/college environment. Experience of strong organisational skills. Experience of strong oral and verbal communication skills. | A minimum of 3 years relevant experience of working with school age children. | Application Form References Interview |
| KNOWLEDGE AND SKILLS | Basic understanding of structure and content of National Curriculum. Ability to work as part of a team, as well as to work independently. Ability to communicate and relate to staff and pupils. Knowledge of Child Protection procedures. | Experience of relevant learning and/or behaviour strategies. Good use of ICT systems. | Application Form References Interview |
| PERSONAL CHARACTERISTICS | Ability to form and maintain appropriate relationships with both adults and children. Ability to work under pressure and to meet deadlines. Willingness to constructively challenge the work of self and others to continually improve own and team performance. Highly developed interpersonal skills. Ability to self-motivate. Understands and abides by the need for confidentiality. Ability to manage a complex and varied range of tasks and responsibilities efficiently and effectively. Ability to cope in stressful situations. | | Application Form References Interview |
| PHYSICAL ATTRIBUTES | As assessed and advised by Occupational Health. | | Medical Questionnaire Medical examination if required |
| ADDITIONAL REQUIREMENTS | Good level of attendance. Reliability and willingness to be flexible. | | |
| The post is subject to a satisfactory record check being undertaken by the Disclosure & Barring Service | | | |

Development Opportunities

At Ridgewood, we are committed to offering our staff every opportunity to become the best they can be. Our evidence-based training packages, for staff at all stages of their career, are second to none. In addition to our whole school and departmental training, we also offer a personalised coaching programme, NPQs and bespoke CPD, relevant to the person's role. CPD at Ridgewood is varied and matched to the needs of our staff, both teaching and associate. Our innovative, research-led Disciplined Inquiry is a key driver in providing the best teaching and learning for our students, as our teachers engage in evidence-informed practice of their choice.

At Ridgewood, we also value a variety of forms of CPD. Training, coaching, shadowing of roles and one-to-one support are key development opportunities to support our team to develop effectively in their roles, and to understand how to make the next step in their career. In 2025, we received the Teacher Development Trust Gold Award, demonstrating our commitment and passion to providing excellent, evidence-based CPD for all teaching and associate staff. We are currently working with the Chartered College of Teaching as part of a pilot to achieve their Research Mark award, which recognises excellent commitment to evidence-informed professional development.

Our Recruitment Process



Job Advert

Post: Cover Supervisor

Salary: Grade 6 (Actual salary £22,133 - £23,966)

To start: 1 September 2026

What makes Ridgewood School special?

At Ridgewood School we are extremely proud of our school and the high quality of education that we provide, including our popular and highly successful Sixth Form. Our school motto, 'Prepare for the road ahead,' represents our belief in preparing our students for their future, not only in terms of academic achievement, but also in terms of the training, enrichment and experiences which will enable them to become model citizens and responsible members of the community. Our school values: Respect-Responsibility-Resilience, underpin what we do every day and contribute to our ethos in everything we undertake as a school community. In our most recent Ofsted, we achieved a 'Good' rating in all categories, and we are committed to this trajectory of success for our students as we aspire to move from 'Good to Great.' As part of this journey, in July 2023, we joined Leger Education Trust and collaborate with other schools within the trust to develop both our students and staff and be the very best that we can be.

We are looking to appoint a friendly and adaptable Cover Supervisor who will work with the cover team to make a significant contribution in the delivery of pre-planned lessons to pupils under an agreed system of supervision, adjusting activities according to pupils' needs and responses.

Why is the role of Cover Supervisor right for you?

We are committed to offering the staff who work at Ridgewood every opportunity to become the best they can be. Our training packages, for staff at all stages of their careers, are second to none. As well as our whole school and departmental training, we also offer a personalised coaching programme, NPQs and bespoke CPD, relevant to the person's role. In 2025, we received the Teacher Development Trust Gold Award, demonstrating our commitment and passion to providing excellent CPD for all teaching and associate staff.

If you are seeking a dynamic, innovative and caring school, dedicated to the development of staff and our students' success, Ridgewood is the school for you.

Candidates are required to possess GCSE Maths and English Grade C or above.

You can apply for this role by following the link below

<https://mynewterm.com/jobs/137603/EDV-2026-RS-41484>

We strongly encourage visits from potential candidates – please contact the school to arrange this.

The closing date for this post is 9am Wednesday 24 June 2026. Interviews will be held soon after.

Ridgewood School reserve the right to close this advert prior to the closing date above.

The school is committed to safeguarding and promoting the welfare of children and applicants will undergo child protection screening appropriate to the post, including checks with past employers. The role is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates will be subject to an enhanced DBS certificate, the role is engaged in regulated activity and will therefore require a children's barred list check. Shortlisted Applicants will be required to complete a self-disclosure.


The school operates a no smoking policy.

Ridgewood School
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SCHOOL



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 www.ridgewoodschool.co.uk