



Position: Cover Supervisor

Welcome to Waingels

Job Description – Cover Supervisor

Post Title:	Cover Supervisor
Grade:	Grade 5 SCP 12 to 17 (£28,598 to £31,022 full time equivalent) Actual salary of £13,219.21 to £14,339.68 per annum
Hours:	20 hours per week (working pattern to be agreed) Term time only plus three additional days
Start Date:	Immediate Start
Role Purpose	
To facilitate high quality learning within the classroom in the absence of regular teaching staff	
Core Accountabilities and Ability Statements	
Learning and Teaching	
<ul style="list-style-type: none">• Cover lessons for absent teachers by implementing instructions left by the absent teacher or by another qualified teacher• Work with colleagues to support high standards of behaviour and attainment• To assist students where possible and, if necessary, seek appropriate assistance or advice• To return work and resources to the class teacher and inform him/her of the point reached by the students• To accompany staff on school visits and work under the direction of visit organiser	
Administration	
<ul style="list-style-type: none">• Use school's data management system to record behaviour, attendance and rewards• Maintain records of cover implemented	
Other duties and responsibilities	
<ul style="list-style-type: none">• To provide support for student's emotional and social needs by encouraging and modelling positive behaviour in line with the School's Culture and Values policy and demonstrating high expectations of work and behaviour• To manage own record keeping in respect of individual students' development, progress and attainment as appropriate• To attend relevant meetings and participate in training opportunities and performance development as required• To maintain positive and appropriate professional relationships with students and colleagues and take all necessary steps to safeguard children.• To undertake any other duties as may be reasonably required.	
Liaison	
<ul style="list-style-type: none">• Teachers• Support Staff• Students• Line manager	

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Core Accountabilities and Ability Statements

Corporate & statutory initiatives – equalities/health & safety

- Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace
- To undertake training as required

This Job Description is written with the purpose of ascertaining the main duties of the position but is not necessarily exhaustive as the postholder may be required to undertake other duties as directed within the range of duties reasonably expected of a member of support staff.

Additionally, this position commences with a probationary period of 6 months from your start date of employment. During this time, your performance, conduct and suitability for the role will be assessed. We reserve the right to extend this period if performance does not meet the required standards.



June 2026

Person Specification

Qualities and Attributes	Essential	Desirable
Qualifications		
5 GCSEs including English and Maths at grade C or above	✓	
Level 3 or higher qualifications		✓
Evidence of recent and relevant training		✓
Experience		
Working as part of a team	✓	
Working effectively in an education environment or with young people		✓
Knowledge / Skills / Abilities		
Anticipate problems, develop creative solutions	✓	
Listen to and reflect on feedback from others	✓	
High level of verbal and non-verbal communication skills	✓	
Strong level of ICT skills	✓	
Excellent personal presentation	✓	
Able to build and maintain positive relationships with individuals	✓	
Prioritise, plan and organise self	✓	
Use of School Management Information Systems (MIS)		✓
General		
An interest in educational issues	✓	
A commitment to inclusion	✓	
Calm disposition	✓	
Approachable with a good sense of humour	✓	
Positive attitude	✓	
Genuine concern for the welfare of others	✓	
Willing to accept the demands and challenges of the post and respond in a flexible manner and Waingels	✓	
Committed to safeguarding and promoting the welfare of students	✓	

Making Your Application

There are **FOUR** steps to making your application:

On the basis of the best information you have, **including a visit to our website on www.waingels.wokingham.sch.uk** decide whether you are the right person for the job and the job is right for you.

Download a copy of our application form and complete it (only completed official application forms will be considered).

Provide a supporting statement (no more than two pages of A4) that addresses the following:

- The reasons why you have applied for this post
 - How your experience, professional and personal values make you the right person for the job
- Any further information you would like to add to your application

Submit your application form and attachments via:

Email: or HRandrecruitment@waingels.wokingham.sch.uk

Post: Mollie Williams, Waingels, Waingels Road, Woodley, Berkshire, RG5 4RF

Applications should be submitted as soon as possible. Applications will be reviewed as they are received and interviews arranged accordingly.

The school is committed to safeguarding, equal opportunities and to promoting the welfare of all staff and students



