



# FRANCIS HOLLAND

## SLOANE SQUARE

**COVER SUPERVISOR**

**JOB APPLICATION PACK**

**TERM TIME ONLY | PERMANENT | SEPTEMBER 2026**

**FTE £36,000 – £41,000 pa**



**39 Graham Terrace  
LONDON  
SW1W 8JF  
Tel 020 7730 2971**



## FRANCIS HOLLAND SLOANE SQUARE

### General Information

Francis Holland Sloane Square is a highly sought-after, independent selective school for 600 senior pupils aged 11 to 18 (HMC and GSA). The School is located on a spacious site in a beautiful residential part of Belgravia, close to the Saatchi Gallery and many cultural institutions such as the Victoria and Albert Museum, the Science and Natural History Museums, the Royal Academy and the Tate Galleries. The proximity to Imperial College offers us unparalleled access to lectures and support.

The School has enjoyed some significant building developments in recent years to accommodate a dramatically increasing roll and our vision for creative learning for the real world. Most recently, the Sixth Form (150 pupils) has moved into a spacious and inspirational building called The Old School House, which forms a bridge to higher education and provides an exciting environment for young people to develop their independence.

Francis Holland Sloane Square is overall a vibrant international community, and families from major cities abroad often seek places for their children here as a priority. Each member of staff is involved in the pastoral life of the School, normally as a Form Tutor, and the care of the children is renowned and exceptional. A team of counsellors provide additional support to the pupils and staff, reflecting our emphasis on supporting wellbeing.

A very wide range of co-curricular opportunities is also offered to the pupils, and all staff contribute to this vibrant and vital dimension of the School. Over sixty clubs and societies, outstanding music and drama opportunities and our renowned art department are complemented by an exceptional sporting reputation which benefits from the superb facilities of nearby Battersea Park. Overseas trips and annual expeditions for all pupils build resilience and independence. The School has a distinctive emphasis on creativity and innovation, and all pupils learn to use their 'time, talent and treasure' in the service of the local and wider community. Volunteering and fundraising are strong, and all students develop an understanding of social enterprise, with many setting up their own business ventures.

Academic standards are consistently high throughout the School, placing it amongst the most successful schools in the UK with outstanding results at [GCSE](#) and [A Level](#). On leaving, after A Levels, students proceed to a wide range of prestigious higher education institutions across the globe. The staffing ratio is generous, and the School has its own attractive salary scale.



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### **Role Purpose**

The key function of the Cover Supervisor is to supervise whole classes during the short-term absence of teachers, ensuring a calm, purposeful learning environment in which pupils remain engaged and on task.

When there are no lessons requiring cover, Cover Supervisors are expected to use their initiative to support teaching and learning activities across the school and contribute positively to day-to-day school operations.

The working pattern of this role will be 8:00 to 4:30pm Monday to Friday during Term Time.

### **Responsibilities:**

- To take responsibility for the safeguarding of young people in line with the school's policies and procedures.
- To be an active member of the FHS staff team and to support the academic staff in embedding a strong culture of learning throughout the school.
- To perform the duties of a Form Tutor as required.
- To supervise whole classes during teacher absence, delivering work set by the class teacher or Head of Department.
- To maintain high expectations of pupil behaviour and engagement, managing conduct in line with school policies and promoting an outstanding attitude to learning.
- To manage registration and oversee pupils throughout lessons in accordance with school procedures.
- To assist pupils with completing work through supporting independent study and responding appropriately to question.
- To work with teaching staff to plan cover work for known absences and contribute to a bank of resources for unexpected absence.
- Duke of Edinburgh Award: Act as Duke of Edinburgh administrator, checking records of completion, organising kit, supporting students in finding assessors in school, monitoring student completion and advising on next steps.
- To provide administrative support for teachers where appropriate, including support with classroom displays and learning resources.
- Manage health and safety in the classroom, taking appropriate action relating to any problems or emergencies that occur during the lesson.
- Assist in the supervision of public and internal examinations as required.
- Provide supervision at breaks and lunchtimes in-line with the school's duty rota.



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- Be involved in library supervision as required.
- Support the operations team in the delivery of day-to-day school operations and events as required.
- To attend relevant meetings and provide administrative support as required.
- To maintain high expectations and standards at all times contributing to the positive Christian ethos of the school.
- To contribute to the promotion of equal opportunities and the development of a warm inclusive culture in all aspects of their work.
- To be willing to obtain a nationally recognised First Aid qualification to assist in the safety and welfare of the students.
- To undertake such further activities as may reasonably be directed by the line-manager, SLT or Head.

### **The ideal candidate will have:**

- A degree qualification from a recognised university or institute of higher education.
- Experience working with young people in a developmental or learning environment, preferably in a secondary school.
- Full working knowledge of relevant policies/codes of practice and general awareness of relevant legislation.
- Understanding of principles of child development and learning processes and in particular, barriers to learning.
- Competence in the use of ICT to support teaching and learning.
- The ability to work with a minimum of supervision and within a team.
- The ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment.
- The necessary skills to manage classroom activities and the physical learning spaces safely.
- The ability to work calmly under pressure and to adapt quickly and effectively to changing circumstances/situations.
- An ability to use own initiative to motivate and inspire with a creative approach to problem solving.
- Organise and keep effective records.
- Excellent communication skills, both verbal and written.
- A positive role model who relates well to pupils and colleagues.
- A willingness to be flexible, professional and committed to supporting the wider life of the school.



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### Role Expectations

**Detailed below are the main professional requirements expected of all staff at Francis Holland:**

- to act in accordance with the aims, policies and procedures of the School and department;
- to foster a disciplined and stimulating learning environment and to encourage enthusiasm for learning, and understanding of the subject;
- to teach and prepare carefully allocated lessons using resources and strategies suited to the age and ability of the girls, in accordance with the syllabus; to contribute to planning schemes of work, as appropriate;
- to be responsive to the needs of individual pupils and to liaise with the Head of Learning Support and other staff with specific requirements when necessary;
- to set prep, mark work and keep records as required; to monitor the progress of allocated groups and individual students; to assist in invigilating, setting and marking examinations, and in internal moderation;
- to be punctual and to meet deadlines;
- to attend staff and departmental meetings when in school, and to contribute as appropriate to administration and development; for example, to contribute to discussion and development of teaching and learning strategies;
- to keep up to date with subject and professional developments
- to attend parents' evenings and meetings with parents, write reports and respond to parental inquiries;
- to take appropriate educational visits; to support/contribute to co-curricular activities as may be reasonable; to attend church services, certain special events and designated assemblies;
- to take pastoral responsibility as appropriate;
- to follow Health and Safety procedures;
- to share in the provision for cover for absent colleagues and other duties;
- to foster good relations within the school community;
- to carry out any other responsibilities which may be reasonably be required or delegated by the Head of Department and/or Head;
- FHS is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to DBS clearance.



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## **Application**

Interested candidates are invited to submit an application via My New Term. The closing date for applications is **8:00am on Monday 1<sup>st</sup> June 2026**. Interviews will take place w/c **8<sup>th</sup> June 2026**. Applications will be considered as they are received. The school reserves the right to appoint at any stage.

All appointments at Francis Holland School are conditional upon clearance by the Disclosures and Barring Service (DBS testing).

*The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. As part of the recruitment process, online and social media checks will be carried out prior to interview. Appointment to this role is subject to statutory safeguarding checks, including a satisfactory DBS certificate and references. This post is classed as regulated activity with children, as it involves the teaching, training, or supervision of children on a day-to-day basis, and is therefore exempt from the Rehabilitation of Offenders Act 1974.*