



# Cover Supervisor

Wrotham School is part of the Character Education Trust, a trust of schools that focus on helping students develop strong character strengths, reach their academic potential and discover where they excel.



ACE School of  
**CHARACTER**





## Cover Supervisor

**Responsible to:** Teaching and Learning Senior Leader

**Contract:** Term Time

**Hours:** 37 hours per week; 0800-1600 Monday-Friday

**Salary:** Actual Salary £26,410

### Job Purpose

To provide high-quality supervision of classes during the short-term absence of teaching staff, ensuring that students remain engaged in learning, complete the work that has been set and maintain Wrotham School's high expectations for behaviour, conduct and character.

The Cover Supervisor will play an important role in ensuring continuity of education for students and the smooth day-to-day operation of the school. The postholder will supervise classes across a range of subjects and year groups and will be expected to establish positive, professional relationships with students while maintaining a calm, purposeful and productive learning environment.

The role does not normally involve planning lessons or assessing students' work but requires confidence in leading a classroom and communicating clear expectations to students.

### Key Responsibilities

#### Supervision of Classes

- Supervise whole classes during the short-term absence of the usual classroom teacher.
- Ensure that students complete the work and activities that have been set by the absent teacher or subject department.
- Provide students with clear instructions regarding the work they are expected to complete.
- Establish and maintain a calm, purposeful and positive learning environment.
- Respond appropriately to students' questions and provide support with understanding instructions where possible, without assuming the role of the subject teacher.
- Ensure students have access to the appropriate resources and equipment required to complete their work.



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information**

If you would like to discuss the post please contact Ben Sanchez, HR, on **01732 905860** or by email to [bsanchez@wrotham.kent.sch.uk](mailto:bsanchez@wrotham.kent.sch.uk)

Applications will be considered upon receipt and we reserve the right to withdraw this vacancy should sufficient interest be received or we able to appoint prior to the closing date. Early application is recommended.



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- Promote independent learning and encourage students to remain focused and engaged throughout the lesson.
- Ensure that work completed by students is appropriately collected or left for the class teacher as required.
- Provide relevant feedback to teaching staff regarding the lesson, including student engagement, behaviour and any concerns arising.
- Follow departmental and school procedures for cover lessons.

#### **Behaviour and Classroom Management**

- Maintain Wrotham School's high expectations for behaviour, conduct and learning.
- Apply the school's behaviour policy consistently and fairly.
- Establish clear expectations at the beginning of lessons and reinforce these throughout.
- Use appropriate classroom management strategies to maintain a positive learning environment.
- Challenge inappropriate behaviour and respond in accordance with school procedures.
- Record and report behaviour incidents accurately and promptly using the school's agreed systems.
- Recognise and reinforce positive behaviour, effort and engagement.
- Seek appropriate support from teaching or senior staff where behaviour cannot be managed effectively within the classroom.
- Model professional, calm and respectful behaviour at all times.

#### **Supporting Learning**

- Encourage students to engage fully with the learning activities provided.
- Support students in understanding the instructions and expectations contained within the work set.
- Promote high standards of literacy, numeracy and presentation.
- Encourage students to work independently, demonstrate resilience and take responsibility for their learning.



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- Liaise with Teaching Assistants and other support staff working within the classroom to ensure students receive appropriate support.
- Be aware of students with additional needs and follow relevant strategies or guidance provided by the school.
- Support the effective use of ICT and other classroom resources where appropriate.
- Ensure that students who complete set work have access to appropriate extension activities where these have been provided.

#### **Cover and School Organisation**

- Check daily cover arrangements and be prepared to work flexibly across different subjects and year groups.
- Report promptly to the appropriate classroom and ensure lessons begin and end in an orderly manner.
- Take registers accurately and follow school procedures relating to student attendance.
- Report any safeguarding, attendance, behaviour or welfare concerns promptly through the appropriate channels.
- Ensure classrooms and resources are left in an appropriate condition at the end of lessons.
- Undertake additional supervision duties where required, including break, lunchtime, assemblies, examinations or other school activities.
- Provide administrative or departmental support when not required to supervise classes, as directed by the Cover Manager or relevant senior leader.

#### **Supporting Character and the Wider School**

- Actively promote the ethos, values and expectations of Wrotham School and Character Education Trust.
- Encourage students to demonstrate positive character, including responsibility, resilience, respect and self-discipline.
- Build positive and professional relationships with students while maintaining appropriate boundaries.
- Act as a positive role model for students.



Promote equality, inclusion and respect for others  
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- Contribute positively to the wider life of Wrotham School.
- Support school events, educational visits and activities where appropriate.
- Work collaboratively with teaching staff, support staff and school leaders.

### **Safeguarding**

- Maintain the highest standards of safeguarding and child protection at all times.
- Be alert to signs that a student may be at risk of harm, abuse, neglect or exploitation and report concerns immediately in accordance with school procedures.
- Understand and follow the school's safeguarding, child protection and online safety policies.
- Complete all required safeguarding training and maintain an up-to-date understanding of statutory safeguarding guidance, including Keeping Children Safe in Education.
- Maintain appropriate professional boundaries with students at all times.
- Ensure concerns relating to student welfare or safety are recorded and reported promptly through the school's agreed safeguarding systems.

### **Professional Responsibilities**

#### **The postholder will:**

- Demonstrate consistently high professional standards.
- Be punctual, reliable, organised and well prepared.
- Communicate confidently and professionally with students and colleagues.
- Demonstrate the confidence and authority necessary to supervise whole classes effectively.
- Maintain confidentiality and comply with data protection requirements.
- Work effectively both independently and as part of a team.
- Demonstrate flexibility and a willingness to respond to the changing operational needs of the school.



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- Participate in relevant meetings, briefings, training and professional development.
- Follow all Wrotham School and Character Education Trust policies and procedures.
- Undertake other reasonable duties consistent with the level and nature of the post as directed by the Headteacher or their representative.

## PERSON SPECIFICATION

### Essential

The successful candidate will:

- Have a good standard of education, including strong literacy and numeracy skills.
- Have the confidence and presence to supervise classes of secondary-age students.
- Be able to establish clear expectations and manage student behaviour effectively.
- Have excellent communication and interpersonal skills.
- Demonstrate a calm, consistent and professional approach when dealing with challenging situations.
- Have high expectations of students' behaviour, conduct and achievement.
- Be able to build positive and appropriate relationships with young people.
- Be organised, reliable and able to manage competing priorities.
- Be able to follow lesson instructions and school procedures accurately.
- Be comfortable using ICT and standard school or office software.
- Be able to work effectively as part of a team while using initiative appropriately.
- Understand the importance of safeguarding, confidentiality and professional boundaries.
- Demonstrate a commitment to equality, inclusion and the values of Wrotham School.



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- Be willing to undertake relevant training and professional development.

#### Desirable

- Previous experience of working with secondary-age children or young people.
- Previous experience within a school or educational environment.
- Experience of supervising groups of young people.
- Experience of managing challenging behaviour.
- Knowledge or experience of secondary school behaviour management systems.
- Experience of supporting teaching and learning.
- A relevant education, youth work or support qualification.
- An interest in progressing towards a career in teaching or education.

#### **Additional Information**

This job description outlines the main duties and responsibilities of the post. It is not intended to be an exhaustive list and may be reviewed and amended, following consultation with the postholder, to reflect the changing needs of Wrotham School and Character Education Trust.

The postholder may be required to undertake duties that are reasonably commensurate with the nature and level of responsibility of the role, such as attending Parents evenings and Open Evenings. Any additional hours are fully compensated.

#### **Equal opportunities employer**

Wrotham School is fully committed to equal opportunity employment and actively encourages applications from all potential candidates regardless of race, gender, sexuality and disability.

#### **Safeguarding**

Wrotham School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced Disclosure Application to the Disclosure and Barring Service and check against the ISA Barred List for children.

#### **Contact Wrotham School**

We highly recommend contacting us to arrange an informal visit to the school to fully understand what makes Wrotham School such a desirable place to work.



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I truly believe that every child can succeed when they are given the right tools, opportunities, and support. Every child is unique, and we adapt our teaching to help each one reach their full potential.

### **Character Education**

A central part of my vision is Character Education. Who our students are is just as important as what they achieve. We reward good character, recognise excellent attendance, and encourage students to lead and inspire others. Our staff lead by example, modelling integrity, respect, and resilience. Children take on roles such as Character Ambassadors and participate in the School Council, helping them build confidence, responsibility, and a sense of belonging.

At Wrotham, we equip children with the confidence, skills, and resilience they need to succeed in an ever-changing world. We provide personalised learning experiences that spark curiosity, encourage ambition, and help each child shape their own journey. I believe in opening doors for every student and empowering them to explore their passions and achieve all they are capable of.

I am also committed to valuing our dedicated staff, ensuring they are supported, inspired, and equipped to deliver the very best education. A happy and motivated team is essential for a thriving school.

### **Compassionate, responsible young people**

We work closely with families and the wider community, building strong relationships that enrich each child's experience. Together, we nurture not only successful learners but also compassionate, responsible young people who are ready to make a positive difference in society.

At Wrotham, we aim to create a school where character is built, opportunities are abundant, understanding is nurtured, respect is shared, success is celebrated, and excellence is pursued in all we do.



**Mrs Laura Abbott**  
Headteacher

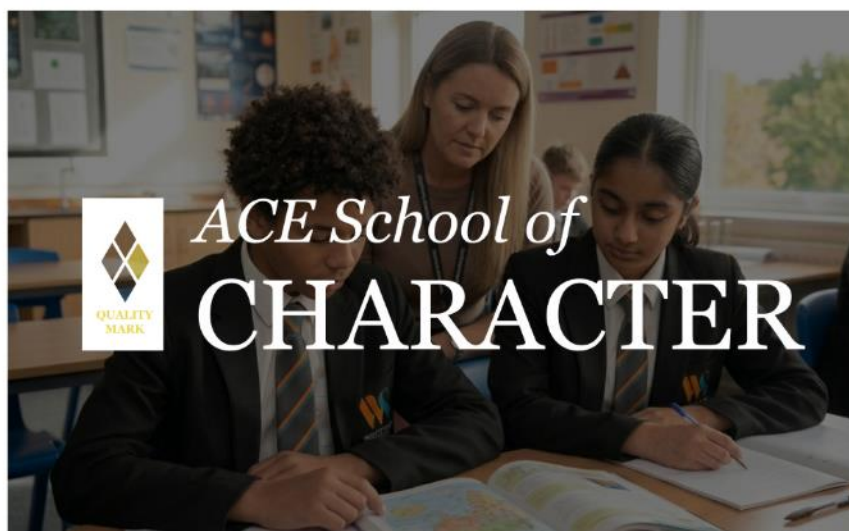
### **Wrotham**

Wrotham is a small village in the heart of Kent, surrounded by a scenic rural landscape and beautiful countryside.

**By road** - excellent access from the A20/M20 and close proximity to the A2/M2/M25/M26. Journey by road from Bromley/Dartford/Bexley/Orpington varies from 15-30 minutes.

**By rail** - The local mainline station is a 10 minute walk and is on the direct commuter line to Victoria Station via Bromley South.





Wrotham School is a highly successful comprehensive school that boasts outstanding behaviour, supportive parents and a deeply embedded culture of high expectations. It is a school where students make outstanding progress and achieve some of the highest progress and attainment scores in Kent.

The school has been recognised for its excellent work on Character Education by being awarded the prestigious School of Character Kitemark – a formal acknowledgement of the work the school has done to promote and develop good character in the school community.

Wrotham School prides itself on its low staff turnover due to our friendly and supportive staff team, career development opportunities and commitment to flexible working with a healthy work life balance.

We are a progressive and innovative school that provides a positive and productive place to work for teachers of all experience levels.

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# Building Character, Creating Opportunities.



Character education helps develop the ability to make good decisions and good choices. In a world where technology means young people have to make split second decisions, and have so much information at their finger tips, we have a responsibility to help develop their character.

We are a multi-academy trust that exists to provide outstanding education in both primary and secondary schools in Kent. The key aim of our Trust is to give young people the tools they need to be well qualified to achieve success and well-being, and to have choices in adult life. To achieve this, we aim to help young people develop good character strengths, reach their academic potential and discover where they excel.

We invite you to visit our websites to discover more about the trust and our schools.

- ▶ [www.charactereducationtrust.org](http://www.charactereducationtrust.org)
- ▶ [www.wrothamschool.com](http://www.wrothamschool.com)
- ▶ [www.aylesford.kent.sch.uk](http://www.aylesford.kent.sch.uk)

**New approaches  
to collaborative  
working**

**Support the mental  
health and wellbeing  
of students and staff**

**Professional  
development  
opportunities**

**A strong sense of  
community**

**Focussed on growing  
leaders from within  
our schools**