



Cover Supervisor

Full-time, term time & INSETs, Permanent contract

NJC19-23; £31,067-£33,366 (pro-rata)

Actual salary: £27,166-£29,177

Welcome



Thank you for your interest in BFS and taking the time to read the details of this exciting opportunity to join us as a Cover Supervisor.

BFS is a thriving oversubscribed school which has a successful Sixth Form of over 240 students. The school was founded in 2011 by a local group of parents who wanted a high performing school to serve the community of North-West Bristol. The school values of Community, Ambition and Opportunity are very important and we demonstrate them through our day to day work with young people. We are looking for staff to support us with these values and make a positive contribution to the life of the school.



You will join a strong and supportive team and a school that engages in regular and timely CPD.



Please spend some time reading our school website and newsletters to get a flavour of the vibrancy of BFS.

I look forward to hearing from you.



Mrs Susan King
Headteacher



Community

Every child is known, valued and supported. The school works closely with families and partners to secure strong outcomes.



Ambition

High expectations for all students and staff, with a focus on academic excellence and personal growth.



Opportunity

A rich curriculum and extensive enrichment programme ensuring that every student can explore their interests and develop new skills.

Why work with *US* at BFS?

We will grow your career in an educational setting where you can make a difference.

About Bristol Free School:

Bristol Free School is a successful and oversubscribed secondary school with Sixth Form situated in Westbury on Trym. We are a caring school with a highly qualified and exceptionally committed staff, who recognise the importance of creative and challenging teaching and high professional standards. All staff and students are greatly valued and emphasis on student and staff wellbeing is central to our culture. .



At Bristol Free School, we are committed to the young people in our care. Our commitment encourages and inspires every child to fulfil their potential, we provide our students with the necessary skills to achieve academic and personal growth so they truly thrive, both socially and emotionally

We are excited to be advertising for a Cover Supervisor to support to students, supervising whole classes during the absence of teachers.

Do you enjoy working with students from diverse backgrounds? Are you looking to become part of a supportive and inclusive team? At BFS we have a team of dedicated people who are all working together to support our students. Our school is a vibrant community and a highly rewarding place to work and we would be delighted to hear from you.

The role is full-time, term time only (37 hours per week, 39 weeks per year).

The working pattern is 8am - 4:20pm Monday - Thursday and 8am - 3:15pm on Fridays.

Ofsted



Read our report 



Job Description: Cover Supervisor

NJC19-23; £32,061-£34,434 (pro-rata)

Permanent, Full-time, Term-time only, 37 hours per week, 39 weeks per year

Reports to designated Deputy Headteacher

Purpose of the job:

To work under the guidance of the appropriate subject leaders and within an agreed system of supervision to:

- supervise whole classes during the absence of teachers. The primary focus is to explain the tasks set to the class, keep students on task ensure a safe, orderly learning environment. You will need to respond to questions and generally assist students to undertake set activities
- provide cover for tutor sessions as required
- when cover is not required, provide support to the curriculum, teaching staff and students including organising resources and displays
- provide supervision at breaks and lunchtimes daily
- provide supervision at homework club Monday - Thursday

Specific responsibilities:

- supervise and provide support for students, including those with special needs, ensuring they can access learning activities
- use classroom/teaching skills/training/experience to support students
- promote positive attitudes to learning, good student behaviour and health and safety
- being proactive to support students
- manage the behaviour of students whilst they are working to ensure an appropriate learning environment which is purposeful, orderly and productive including
 - establishing productive working relationships with students, acting as a role model and setting high expectations
 - completing registers for every class
 - dealing with any immediate problems or emergencies according to the school's policies and procedures
 - collecting any completed work after the lesson and returning it to the appropriate teacher
 - rewarding students, where appropriate, in accordance with school procedures
 - reporting as appropriate, using the school's procedures on the behaviour of students during class, any issues arising
- promote the inclusion and acceptance of all students within the classroom
- recognise and respond to the individual needs of students
- encourage students to interact and work co-operatively with others
- provide feedback to students in lessons
- implement agreed learning activities/teaching programmes/practical lessons, adjusting activities according to student responses/needs
- any other duties as reasonably instructed by the Headteacher

Job Description: Cover Supervisor (continued)

Support for the School:

- being aware of and complying with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- ensuring all students have equal access to opportunities to learn and develop
- contributing to the overall ethos of the school
- establishing constructive relationships and communicate with other BFS staff to support achievement and progress of students
- attending and participating in regular training and meetings as required
- assisting in the training and development of staff as appropriate
- supervising students on visits or trips as required within normal school hours

General Responsibilities (all staff):

- to perform duties and attend meetings/training as reasonably required
- to participate in the school's performance management scheme
- to contribute to the school's pastoral system
- to observe and implement current School policies and good practice
- to carry out such duties as the Headteacher may reasonably direct from time to time



Person Specification: Cover Supervisor

Experience:

Desirable

- Recent experience of working with students in a school or other educational setting

Qualifications:

Essential

- GCSE or equivalent Level 2 passes in English and Mathematics required

Desirable

- Relevant first aid knowledge
- Educated to degree level
- Understanding of curriculum and how children learn
- Knowledge of effective strategies to include and meet the needs of all students

Skills & Attributes:

- Ability to manage own time effectively
- Ability to follow the working procedures and policies within the school environment
- Ability to operate as part of a team or individually as required
- Ability to relate well to children and adults
- Commitment to meeting the needs of all students
- Good ICT skills
- Patient, flexible and adaptable
- A commitment to supporting learners with individual needs
- Confident in a classroom environment
- Demonstrable ability to be adaptable and solve problems
- A willingness to learn, acquire and apply new knowledge and skills
- Good communication skills, both written and oral
- Emotional resilience in working with challenging behaviours



RUSSELL EDUCATION TRUST



How to Apply:

Please submit your application online My New Term. Paper copies of the application form are available on request.

If you have any queries regarding the post, please email us at vacancies@bristolfreeschool.org.uk.

Closing date: Monday 29 June at 9am

BFS celebrates and supports diversity and is committed to ensuring equal opportunities for both employees and applicants.



Our

Benefits



Flexible and Family Friendly Policies



Free Flu Jab



Discounted Gym Membership



Employee Assistance Programme



Local Government Pension Scheme



Career Development/CPD

Introduction to Russell Education Trust

Background to the Trust

Russell Education Trust is a multi-academy trust comprising five secondary schools and one primary school spread across the south of England.

The Trust is a family of faith and community schools with distinctive individual identities. Underpinned by a shared commitment to respect, responsibility fairness and equality, Russell Education Trust schools work together to achieve their vision of providing all students with an outstanding education.

The Trust is driven by the strong moral purpose of knowing, valuing and developing every student and member of staff to ensure that their potential is realised, and their ambitions achieved.



Vision & Values

- Valuing People
- Pursuing Achievement
- Serving Communities

Our *schools*

- Celebrate difference and diversity in an inclusive, socially responsible culture
- Deliver a broad, balanced, and ambitious curriculum: centred on the core subjects of English, mathematics and science supported by technology and computing complemented by humanities, languages, arts and vocational subjects
- Provide a rich education that develops students' minds, beliefs, characters, skills and interests
- Equip students with the knowledge and skills for success in the modern world through examination success and personal development
- Uphold high standards of behaviour, learning and equality of opportunity for all students
- Nurture and develop their staff, through day-to-day support, high quality continuing professional development, cross-Trust collaboration and networking, and opportunities for career progression
- Are rooted within their local communities and seek to serve their particular needs.



Russell Education Trust's Schools



Bristol Free School (established Sept 2011)

'Ofsted describes BFS as "a highly ambitious and inclusive school" where "pupils thrive". Inspectors noted that pupils feel "safe, known and valued", that they are proud of their school, and that relationships between pupils and staff are strong and trusting. Inspectors recognised the consistently strong academic outcomes our pupils achieve, noting that "many pupils achieve very well, making excellent progress from their starting points" and that results at both key stage 4 and key stage 5 have been "positive and sustained over a number of years".

Ofsted 2026

Elmlea Infant & Junior Schools

'Pupils flourish at Elmlea Infant School. They achieve extremely well. Staff have high expectations for pupils' behaviour and conduct. Pupils feel safe and value the positive relationships they have with staff. Leaders are ambitious for what pupils with SEND can achieve.'

Ofsted 2023



Becket Keys Church of England School (established Sept 2012)

'The headteacher's inspired leadership has quickly established a vibrant, orderly community which enables students to thrive. He ensures that a family atmosphere is fostered across the school in which all students feel cared for, and valued.'

Ofsted 2014

St Andrew the Apostle Greek Orthodox School (established 2015)

'Students are making strong progress in a range of subjects. They value the leadership opportunities open to them. Students also appreciate the support and care they receive.'

Ofsted 2018



Kings School Hove (established Sept 2013)

'Leaders have created a culture that extends far beyond the academic. Staff value each pupil and know them well. The provision for personal development is first class. It is promoted consistently across the school.'

Ofsted 2022

Turing House School (established Sept 2015)

'The school has many strengths. Leaders have established an open culture at the school where there is a clear sense of teamwork and community across staff and pupils alike. Everyone takes pride in the school. It is a welcoming and vibrant place.'

Ofsted 2018



