



Cover Supervisor

Recruitment Brochure

July 2026

Start date 1st September 2026



SIR WILLIAM ROBERTSON
ACADEMY

Proud to be part of



About Sir William Robertson Academy

Sir William Robertson Academy is a highly successful 11-18 non-selective Lincolnshire school. We are proud to be one of the most sought-after schools in the area, with parents recognising the benefits of choosing a very successful school set in a peaceful and rural location.

Sir William Robertson Academy's aim is for all of our pupils to **Aspire to be the best that they can be**, and this core principle drives our vision for our carefully planned and structured curriculum. Children come first at our school and this is a principle which guides all of our Trust's schools. We embrace the quotation from the pioneering aviator Amelia Earhart, 'No Borders, Just Horizons' as a message of boundless optimism and opportunity for our pupils if they embrace all that our school has to offer.

Our first priority is to ensure that all of our pupils are safe, secure and happy within our school community, and are equipped with the vital skills needed to move confidently into adulthood, within a rapidly changing and technologically complex world.



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Job title: Cover Supervisor

Working pattern: Term Time plus 1 Week

Contract Term: Permanent

Start date: starting September 2026

Salary: NJC 9 - 15; Starting at £20,510 Actual (£27,254 FTE)

The Role

We are seeking a highly motivated and enthusiastic individual to supervise pupils and their work during periods of short term teacher absence.

Working under the guidance of the experienced cover manager, your duties will be varied and will include:

- To deliver lessons as set by the teacher, ensure pupils are on task and complete work set.
- Respond to any questions from pupils about process and procedures.
- Deal with any immediate problems or emergencies according to the schools' policies and procedures.
- Collect any completed work after the lesson and return it to the appropriate teacher.
- Report back as appropriate using the school's agreed procedures on the behaviour of pupils during class, and any issues arising.
- The postholder must be familiar with the full range of school policies, particularly those regarding health and safety, equal opportunities and special educational needs.
- The postholder must have the necessary skills to manage safely classroom activities, the physical learning space and resources for which they are responsible.
- The postholder must have an understanding and ability to use a range of strategies to deal with classroom behaviour, as a whole, and also individual behavioural needs. The postholder must manage the behaviour of pupils whilst they are undertaking the work to ensure a constructive environment.
- Carry out reasonable personal care/hygiene duties and administer first aid.

Our school is committed to inclusion and to safeguarding and promoting the welfare of children and young people. The school expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced DBS check.

Tours of the school are warmly welcomed, to arrange a tour please contact HR@swracademy.org

Application closing date, 12th July 2026 at Midnight
Interviews will be scheduled week beginning 13th July 2026

The Trust reserve the right to close the advert early if a sufficient number of applications are received, therefore early applications are encouraged.



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	Essential	Desirable
Qualifications	Good general level of education	Have demonstrated further professional development through qualifications or training.
Knowledge & Experience	<p>Experience of managing pupils</p> <p>An understanding of the education system</p> <p>Knowledge of a range of strategies to promote good behaviour</p> <p>Knowledge and understanding of what makes for effective learning in a classroom setting</p> <p>Knowledge and understanding of how a lesson is delivered</p>	<p>Awareness and understanding of school policies and procedures.</p> <p>Experience as a Cover Supervisor</p> <p>Experience of supervising young people</p> <p>Experience of SIMS or similar management information system</p> <p>Experience in a secondary setting</p>
Skills & Aptitudes	<p>Ability and confidence to use a wide range of teaching and learning styles in the classroom</p> <p>Competency in the use of ICT for professional purposes;</p> <p>Ability to communicate effectively with parents when appropriate</p> <p>Flexibility and the ability to respond to changing demands</p> <p>Excellent organisational skills and administrative abilities, including time management skills.</p>	



<p>Personal Attributes</p>	<p>A commitment to working with students of all abilities to enable them to reach their potential (equal opportunities and inclusion)</p> <p>A genuine liking for young people</p> <p>A thoughtful and reflective individual</p> <p>An effective and creative team player</p> <p>A lively, motivated and enthusiastic practitioner</p> <p>A willingness to use initiative and sometimes take risks in order to strive for continuous improvement</p> <p>Reliable</p> <p>A commitment to continuous professional development;</p> <p>A willingness to be involved in extra-curricular activities;</p> <p>A commitment to upholding the values and policies of the school - particularly with regard to promoting the welfare of, and safeguarding, children.</p>	<p>Ambitious for career development</p>
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