



# Cover Supervisor

## Heathside School

Weybridge, Surrey, KT13 8UZ

**Start Date: September 2026**

**Working hours: 32.5 hours per week**

**38.4 weeks term time only**

**Monday to Friday 8.15am to 3.15pm**

**Salary Grade ELM6 £30,647 - £32,867 FTE**

**Actual Salary 32.5 hours £23,436 -£25,134**

*Part-time applications may be considered for the right candidate*

Heathside Weybridge is seeking to appoint a motivated and reliable Cover Supervisor to join our team. The role involves supervising classes in the absence of teaching staff, ensuring students remain engaged with pre-set work, and maintaining a positive and productive learning environment. When not required for cover, the successful candidate will support wider school activities such as lesson support, displays, invigilation, and administrative tasks.

This is an excellent opportunity for graduates or individuals considering a career in teaching. A comprehensive and supportive training programme will be provided.

### **Duties will include:**

- Supervise classes in the absence of the regular teacher, ensuring students remain engaged, focused, and safe.
- Follow lesson plans and deliver learning activities as directed, adapting where necessary to meet student needs.
- Support classroom management, promoting positive behaviour and a respectful learning environment.
- Build and maintain strong relationships with students, staff, and other community partners.
- Assist in the coordination of school events and support wider community engagement initiatives.
- Monitor and report on student progress and behaviour to teaching staff and school leadership.

### **Successful candidates will:**

- be flexible and well-organised
- be calm, confident, resilient and diplomatic
- be patient, flexible, creative and able to relate well to young people to support their learning.
- share a commitment to the happiness well-being, self-esteem and progress of all students.
- possess a sound educational background and strong IT and organisation skills.

### **Every Child Every Day Trust offers:**

- Outstanding Local Government Pension Scheme, featuring generous employer contributions
- Comprehensive benefits package, including Cycle to Work scheme and access to exclusive staff discounts
- Free on-site parking for added convenience
- Exceptional support and career progression opportunities
- Priority school admissions for staff children: (after two years of permanent employment, in line with our admissions policy)

**Closing date: Monday 20<sup>th</sup> April 2026 at midday**

**Interviews: w/c Monday 20<sup>th</sup> April 2026**

**Applications will be considered as they are received. We reserve the right to make an appointment prior to the closing date.**

*We are committed to safeguarding and promoting child welfare. Applicants must undergo child protection screening, including checks with past employers and Enhanced DBS disclosure. Committed to equal opportunities, we welcome applications from all sections of the community.*