The Burgate

School & Sixth Form

Recruitment Pack

Cover Teacher

Registered in England and Wales Register Company Number: 07596997

Key Information

Are you looking for a fulfilling role in education where you can support our students' learning or an aspiring teacher looking to get first-hand experience of working in a school setting?

Role: Cover Teacher

Two positions available

Required for: September 2026

Working Pattern

7 hours a day (08:00-15:30 or 08:30-16:00 with 30-mins lunch unpaid)

35 hours a week (Monday to Friday)

Term Time only - 44.07 weeks per year

We are seeking a dedicated and proactive Cover Teacher to join our team. This is a fantastic opportunity for someone who is passionate about supporting student learning and wants to make a real difference in a school environment.

In this dynamic role, where no two days are the same, you'll be at the heart of our school's daily operations, ensuring that learning continues seamlessly when teachers are absent, supervising students as they complete pre-set work whilst maintaining a productive and positive classroom atmosphere. When not covering classes, you'll transition into a vital classroom support role, assisting with a variety of tasks to help our students thrive.

Deadline for applications: 09:00, Wednesday 25 March 2026

For an informal discussion about this role, please do not hesitate to contact our Assistant Headteacher, Simon Mallace-Goulbourne.

Salary: Scale 1—Scale 3 (£24,224 to £25,989 FTE per annum)

Salary is dependent on skills and experience.

Please note the salaries indicated are the full time equivalent.

You will need to consider that this role is for 44.07 weeks per year.

Contract: Permanent/Part-Time

The Burgate
School & Sixth Form

Dear Prospective Applicant

I am delighted that you are interested in applying for the post of Cover Teacher at The Burgate School and Sixth Form. We believe our school is an exceptional place to work, where students and staff share collective values in a happy and inclusive environment. This is encapsulated in our school vision of *'We want every student to enjoy their learning and feel valued for who they are'.*

Each member of our staff team matters, and creativity and innovation are embraced and developed. Our students are a pleasure to work with and we encourage you to come and see this for yourself. 'Learning for Life', our school and college motto, underpins our culture and applies to every member of our school and sixth form community, whatever stage they are at.

Our desire to be one of the top comprehensive schools nationally continues with great enthusiasm and this appointment is a key factor in ensuring that we achieve that objective. Please take your time to explore our school's website, our recent Ofsted inspection and this recruitment pack which will give you a greater understanding of what we believe is an ambitious, creative and successful school.

I very much look forward to receiving your application to work with us at The Burgate.

Yours sincerely

David Pover
Executive Headteacher

About the Role

We are looking to appoint an enthusiastic, confident person to join our fantastic team of Cover Teachers. This post would be ideal for an aspiring teacher as this role will provide you with first-hand experience of working in a school setting.

You will be an integral part of a friendly and committed team. In this key position, the successful candidate will supervise a group of students during the short-term absence of their regular teacher to ensure that the work set is understood and completed whilst maintaining the good behaviour of the students, keeping them on task, responding to questions, and generally assisting students to undertake and engage in the set learning activities.

Prior experience of working in a school would be an advantage but not essential. We provide support and training, including behaviour management skills and there will be opportunities to observe good practice of both classroom teachers and other cover teachers in order to develop good practitioner skills.

When not covering classes, you will be expected to cover some additional duties including transitioning into a vital classroom support role, assisting with a variety of tasks to help our students thrive.

We're looking for someone who is:

- Confident, calm, and able to maintain a positive learning environment.
- Able to manage a classroom and engage students in their learning.
- Adaptable, organised, and able to think on their feet in a fast-paced school environment.
- Skilled at building positive relationships with young people and staff.
- Professional, reliable, and able to follow school policies and procedures.
- Willing to support students across a range of subjects and key stages.
- Enthusiastic about contributing to the wider life of the school

In return, we offer:

- A supportive school community with friendly, enthusiastic and caring colleagues
- A commitment to professional development to support your individual career
- A collaborative working environment with a strong support network
- Access to the Local Government Pension Scheme
- Electric vehicle charging points
- A cycle to work scheme
- A school with fantastic grounds on the edge of the New Forest

If you're passionate about supporting a vibrant school community and making a positive impact every day, we'd love to hear from you!

Hours of Work and Support Staff Pay Explained
The role of Cover Teacher is a term time only role.

What is Term Time Only
Term time only working means your contracted hours take place during the weeks when the school is open to students. Unlike many jobs that run all year round, some roles in schools pause during the holiday periods, so you're not required to work during the long school breaks (such as Christmas, Easter and summer).

Your salary is spread evenly across 12 months for consistency, but it is calculated based on the number of weeks you actually work each year, plus any paid holiday entitlement included in the contract.

The school's academic year is 39 weeks (three terms of approximately 13 weeks each).

The role of Cover Teacher will be contracted for 44.07 weeks per year. A 'year' being 1 September to 31 August.

This can be broken down as follows:

39 weeks – term time including five INSET days.

+

5.07 weeks' paid holiday (including bank holiday entitlement)

= 44.07 weeks paid

Remaining weeks are unpaid

Annual Leave
For term time only staff, annual leave is built into your pay calculation rather than taken as separate days off. This means your paid holiday entitlement is included within the school holiday periods, and leave cannot be taken during term time when students are in school.

The school's holiday year also runs between 1 September and 31 August. For the Cover Teacher role, you will be entitled to 5.07 weeks' paid holiday which includes bank holiday entitlement. You will be paid your normal basic remuneration during such holidays.

If you join us part way through the leave year
If an individual starts their employment part way through the leave year, they will only be entitled to the part of their total annual leave entitlement accrued for that year.

Holiday entitlement will therefore be calculated on a pro-rata basis rounded up to the nearest whole or half day.

How to Apply

The following guidelines are designed to help you submit an application in line with our requirements. Please ensure that you comply with the instructions below otherwise the panel will not shortlist you. If you require clarification or have any questions regarding the application process, please contact Sarah Hewett, HR Manager/Headteacher's PA at shewett@burgate.hants.sch.uk

Application Form

Your application is an important part of the selection process so it's really important that you try to capture all of the relevant information we ask for on the form. All applications must be submitted through My New Term — the link to our careers page is here:

The Burgate School and Sixth Form Careers Page Link.

For safer recruitment reasons, only applications submitted via My New Term will be considered. CVs will not be accepted.

Don't wait until the deadline nears to submit your application

You are advised to submit your applications as soon as possible as, on occasion, we reserve the right to close a vacancy earlier than the advertised date, if we have received sufficient applications that meet the criteria, or a suitable candidate is found. We advise you to submit your application as early as possible to prevent disappointment.

Shortlisting

Shortlisted candidates will be contacted by telephone or email. We will endeavour to contact non-shortlisted applicants however, if you have not heard from us within three weeks of the closing date you should assume that you have not been shortlisted for interview.

Interviews

Interviews will be held at The Burgate School and Sixth Form. In addition to a tour of the school and informal discussions with key members of staff, you may be asked to cover a lesson or undertake one or two tasks depending on the role you are applying for. The selection process will culminate in a formal interview. Full details of the interview process will be sent to candidates with the invitation to interview.

Candidates invited for interview will be required to provide proof of their eligibility to work in the UK by producing verifiable documents. Candidates will also be required to bring photo ID with them on the interview day, for example a valid passport or driving licence to provide proof of identity and, where available, a birth certificate should also be presented.

If relevant to the role, evidence of all academic and professional qualifications disclosed on the application form should also be presented. Full details will be sent to candidates alongside their formal invite to interview.

References for shortlisted candidate

All referees whose details are included on the application form will be contacted before the interview unless you have indicated that you wish otherwise. Appointments will not be confirmed until The Burgate School and Sixth Form has received two satisfactory references (one must be from your current employer or, if you are not currently in employment, from your most recent employer) and all other necessary pre-employment vetting checks have been satisfactorily completed. This will include confirmation of your fitness for employment, an enhanced Disclosure & Barring Service disclosure, verification of your identity and confirmation of your right to work in the UK. Teachers will be required to provide proof of their qualifications (degree certificate(s), QTS) and a check will be undertaken to ensure they are not subject to a prohibition order.

Safeguarding and Child Protection Statement

Safeguarding determines the actions that we take to keep children safe and protect them from harm in all aspects of their school life. As a school and sixth form we are committed to safeguarding and promoting the welfare of all our students. The actions that we take to prevent harm, to promote wellbeing, to create safe environments, to educate on rights, respect, and responsibilities, to respond to specific issues and vulnerabilities all form part of the safeguarding responsibilities of the school and sixth form.

A copy of our child protection policy and our policy on the employment of ex-offenders are available to view on The Burgate School and Sixth Form's website at: https://www.theburgate.com/policies

Pre-employment Checks including an Enhanced DBS and Children's Barred List Checks

Due to the nature of the position for which you are applying, and to ensure your suitability for this type of work, all our recruitment and selection practices reflect this commitment. Should you be successful, any offer of a post will be conditional subject to an enhanced Disclosure and Barring Check as well as other relevant pre-employment checks including the receipt of two satisfactory references and medical clearance. As this is a post in regulated activity, the DBS check will include a children's barred list check. It is an offence to seek employment in regulated activity if you are on a barred list. All positions within The Burgate School and Sixth Form are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

Online Searches

We will also consider carrying out an online search on the successful candidate to help identify any past or current incidents or issues that might affect an individual's suitability to work with children and undertake the role in question. Any online search will be carried out only on publicly available information and will be limited to issues relating to an individual's suitability to work with children and/or in a school environment. Any issues that arise from a search will be followed up with the candidate where it can be discussed more fully, including background information, or mitigating circumstances.

Equal Opportunities Statement

The Burgate School and Sixth Form is an equal opportunities employer and values the diversity of our workforce and welcomes applications regardless of age, gender, ethnicity, or religion.

General Information for Applicants

At The Burgate we want every student to enjoy their learning and feel valued for who they are. The school provides high quality comprehensive education for children aged between 11 and 18 and we enjoy an excellent reputation within the local community for our high standards. Consequently, many students attend the school through parental choice. We provide a broad curriculum and a creative approach to learning that inspires curiosity, builds collaboration, helps develop resilience and encourages flexibility of thought.

This could not be a better time to join The Burgate; our GCSE results in 2025 were pleasing with 71% of students achieving a pass grade in both English and Maths. This is significantly above the national average, and a real source of pride for the school. Our A level outcomes were also outstanding this summer with a greater proportion of students achieving top grades in line with the national picture. Overall, 76.6% of grades awarded were A*-C, which is the highest set of results since the end of the pandemic.

We offer a wide range of subjects at GCSE and A Level, delivered by a highly qualified team of professional teachers and support staff who are committed to offering the highest quality of education to the students. All staff members participate in a well-established and bespoke performance management scheme. Induction and in-service training are provided for all teaching and support staff and there is a special programme for ECTs, as well as access to a wide range of CPD through National College and beyond. Internal promotion is a typical route for progression to higher levels of leadership for Burgate staff.

The school has a committed and supportive board of trustees, enjoys healthy links with the local community, our cluster primary schools and partnership schools. We build and consequently benefit from excellent supportive relationships with parents, and we encourage close contact with the school whenever they have concerns regarding their child's education. The Burgate School continued to be rated 'good with outstanding features by Ofsted in November 2024.

The Burgate School and Sixth Form is situated on the outskirts of Fordingbridge, in Hampshire. Salisbury, Bournemouth, Southampton and the Channel ports of Poole and Portsmouth are all within easy driving distance, and the major cities of Bath, Bristol and London all easily accessible by road and rail. With the New Forest National Park, Isle of Purbeck, Jurassic Coast and Salisbury Plain further enriching and enhancing the natural beauty of the local environment, the successful candidate will have a chance to live and teach in one of the most highly desirable areas of England, where the standard of living is of the best available nationally.

Job Description
Cover Teacher

Impact Statement: to provide efficient and effective delivery of cover lessons so that each student is enabled to achieve his or her full potential and enjoy their learning

Level of responsibility: N/A
Line Manager: Assistant Headteacher

CORE RESPONSIBILITIES:

- Maintain high professional standards and level of conduct
- Adhere to statutory policies and procedures and undertake training as required
- Contribute to the delivery of the school's vision
- Uphold the values of The Burgate School and Sixth Form
- Help to foster innovation and the development of new capabilities
- Engage with school improvement plans and initiatives
- Support the pastoral care and behaviour standards of students to ensure they feel safe, secure, and valued

KEY RESPONSIBILITIES:

- Supervise classes when teachers are unavailable ensuring that the students complete the work set to the best of their ability.
- Prepare worksheet, materials and other resources for lessons as required
- Follow the school's behaviour management policy, and uphold the school's restorative ethos
- Support individuals and groups of students either within lessons or separately as directed by the teacher responsible for the class.
- Assist in the supervision of students on educational trips and visits, some of which may run outside of normal school hours.
- Carry out various administrative tasks to support the work of departments as directed, including photocopying, displays, ordering, stock control etc.
- Attend and contribute to departmental and other meetings as required.
- Transition to a classroom support role when necessary if cover is light.
- Support with Exam Invigilation when necessary (training will be given).

This job description is not exhaustive and the post holder will be expected to undertake any other duties as reasonably requested by the Executive and Associate Headteachers.

Role: Person Specification for Cover Teacher

Safeguarding	Essential	Desirable
Commitment to the safeguarding and wellbeing of all students	X	
Willingness to follow all school policies, including safeguarding, health & safety & GDPR	X	
Qualifications & Experience	Essential	Desirable
GCSEs (or equivalent) in English, Maths and Science at Grade c/4 or above	X	
Experience of working with children and young people		X
A commitment to professional development and willingness to undertake training	X	
Knowledge & Skills	Essential	Desirable
Good literacy and numeracy skills	X	
Good planning and organisational skills and a flexible approach to the management of work	X	
Ability to build effective working relationships with students and adults	X	
Skills and expertise in understanding the needs of all students	X	
Excellent communication skills, both written and oral, and the ability to communicate effectively with staff and students	X	
Ability to remain calm in stressful situations	X	
Understanding of roles and responsibilities within the classroom and whole school context	X	
Personal Qualities & Attributes	Essential	Desirable
Ability to work as part of a team and on own initiative and with resilience	X	
Self-motivating with the ability to multi-task	X	
Good interpersonal skills and the ability to enthuse and motivate others	X	
Ability to empathise and be positive with children and young people	X	
Willingness to undertake first aid training	X	
Have a good record of punctuality and attendance	X	
Have a positive and optimistic outlook	X	
A commitment to getting the best outcomes for all students and promoting the ethos and values of the school	X	
Commitment to equal opportunity	X	
Essential Competences	Essential	Desirable
Confidentiality	X	
Ability to relate well to children	X	
Excellent IT skills including all main Microsoft applications	X	
Familiarity with SIMS		X
Well-honed interpersonal skills	X	
Smart appearance	X	
Strong team player	X	