

# COVER SUPERVISOR VACANCY

**Required March . April 2025**

**32.5 hrs a week / 39 weeks a year (a job share would be considered)**

**Monday - Friday 09:00 – 16:00**

**BWS Support Staff pay scale Grade G Points 22 – 25 (£26,268 - £28,810 FTE)**

**Local Government Pension Scheme**

**Actual pay (£19,585 - £21,480)**

**Contract: Permanent**

**Deadline for Application: Sunday 30 March 2025**

**(We reserve the right to close this vacancy early if a suitable candidate is found. We encourage early applications to avoid disappointment.)**

We are excited to expand our team and appoint an additional Cover Supervisor to play a key role in maintaining high-quality learning during short-term teacher absences. This is a fantastic opportunity to work in a school where students are actively engaged, eager to learn, and where lesson disruption is minimal.

As a Cover Supervisor, you will oversee classes across a range of subjects, ensuring students remain on task by following pre-prepared lesson plans and resources. In addition to classroom supervision, you will also support the wider school community through administrative tasks and reception cover when required.

## **What We're Looking For:**

We are seeking an energetic, enthusiastic, and adaptable individual who thrives in a dynamic school environment. The ideal candidate will be:

- Confident and self-motivated, with strong organisational skills.
- Resilient and able to work under pressure, adapting to a varied workload.
- A team player, willing to support both students and staff.
- Competent in literacy, numeracy, and IT skills, essential for lesson delivery and administrative tasks.
- Experienced in a similar role (desirable but not essential, as full training will be provided).

## **What We Offer:**

- Term-time working, ideal for work-life balance.
- A supportive and welcoming team environment.
- Local Government Pension Scheme.
- Cycle to Work scheme.
- Access to onsite sports facilities and gym.

This is a varied and rewarding role, offering the opportunity to make a meaningful impact in a vibrant school setting. If you are proactive, adaptable, and passionate about education, we would love to hear from you!

For further details and an application form please visit the school website

[http://www.bws-school.org.uk/The\\_School/Vacancies/](http://www.bws-school.org.uk/The_School/Vacancies/). If you wish to have the opportunity of an informal discussion prior to submitting an application form, please contact Mrs Annie Lloyd-Gilmour (HR Manager) [alg@bishopwordsworths.org.uk](mailto:alg@bishopwordsworths.org.uk). Applications are accepted by post and email.

Bishop Wordsworth's School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful applicants will be subject to an enhanced Disclosure and Barring Service check, as well as other relevant re-employment checks including satisfactory references and medical clearance.

All shortlisted candidates will undergo social media checks prior to interview in order to provide the appointment panel with any information that may be relevant to their suitability or have an impact on the school's reputation.