Job Advert - Cover Supervisor

Required:	As soon as possible
Salary:	£27,709 - £29,071 pro rata (actual salary: £8,411 - £8,825)
Hours:	13 hours per week, 2 days a week, Wednesday and Friday, Term Time Only plus 1 week
Contract Type:	Fixed term until 31st August 2027
Location:	St Francis Xavier Secondary School, Darlington Road, Richmond, DL10 7DA

The governors of this highly successful and oversubscribed school seek to appoint an enthusiastic, inspirational and talented Cover Supervisor from November 2026. This is an opportunity to join a dynamic and very successful team working in a school with excellent facilities and very high academic standards.

As a Cover Supervisor you will be responsible for supervising students during short term teacher absences and assist in preparing the learning environment and the materials required. You will cover lessons of any subject, using the cover work set by the teacher, or small group / 1:1 interventions; set high expectations to motivate and challenge students whilst managing behaviour effectively and promoting a positive learning environment.

The successful candidate will also be responsible for organising the daily cover rota for absent staff and contacting teaching supply agencies to arrange supply staff and should therefore have strong communication and organisational skills. In periods where cover is not required you will support in the classroom as directed.

The school is consistently amongst the highest performing in the country in terms of progress and currently has the top Progress 8 of all schools in North Yorkshire. The last Ofsted Inspection highlighted the following:

- The exemplary behaviour of students makes an exceptional contribution to learning and is supportive of all. Behaviour is outstanding and reflects the school's values.
- SFX is an aspirational school where attainment is well above the national average. Pupils in all groups make outstanding progress from their various starting points.

Please note you do not need to be a regular attender at Church but you do need to be happy to support the Christian ethos of the school.

St Francis Xavier School (who is part of the Nicholas Postgate Catholic Academy Trust) is a joint RC/CE 11-16 Mixed Comprehensive serving the picturesque market town of Richmond and the surrounding rural area. We are located close to the A1 and A66 and in commutable distance from York, Durham and Teesside. The school has an excellent

reputation in the local community. The school is a strategic partner for the Red Kite Teaching School Hub. It offers a comprehensive training programme for teachers at all stages in their careers.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

You are welcome to visit our school prior to application or to have an informal discussion with the Headteacher. Please contact Mrs H. Harland, Senior Business Support Officer, at recruitment@sfx.npcat.org.uk or on 01748 823414, to book an appointment.

Closing date: Monday 16th November 2026 by 9am

Interview date: Week commencing 23rd November 2026

Nicholas Postgate Catholic Academy Trust is committed to equality of opportunity, safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check along with other relevant employment checks.

Job Description

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

Post title: Cover Supervisor

Grade: F SCP 8-11

Overall Responsibility

- To supervise cover lessons when teachers are absent. This does not imply active teaching but rather class supervision.
- To assist with administration, display and classroom tasks when not covering lessons.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to Every Child Matters agenda and Area Child Protection Procedures
- This role would be best suited to a graduate or an aspiring teacher.

Main Duties

Cover

In the context of this job description the term "cover" refers to those occasions when the normal classroom teacher is absent leaving a teaching group without a teacher. Absence can be planned, i.e. where a teacher's absence is known in advance, or unplanned, i.e. where the teacher's absence is for unexpected medical or personal reasons.

1. Cover for short term planned or unplanned absence of a teacher by taking registration and supervising lessons. In all cases work must have been set, either by the "absent" member of staff or the appropriate Curriculum Team Leader.
2. Manage the pupils' behaviour in line with school policies, thus ensuring learning continues to take place.

3. Report, as appropriate and in line with school policies and procedures, any problems such as incidents of disruptive or unacceptable behaviour during the lesson.

4. Report any problems with the set work to SM Teaching and Learning - especially if it is inappropriate or below an agreed standard.

5. Help pupils during a lesson to complete tasks set either through supporting self-directed study, or assisting pupils by responding to their questions.

6. Collect all work done during the lesson, retaining it until it can be passed on to the class teacher, via the agreed route, upon their return.

7. Work with teachers and curriculum team leaders to plan cover work for an absence known in advance and prepare a bank of materials available for an unexpected absence.

8. Work with teachers in the development of educational initiatives by supporting those initiatives in the classroom.

Other Duties

1. Assist in the supervision of examinations, both public and internal.

2. Provide administration support for teachers, assist with classroom displays and other management tasks as directed.

3. During periods when cover is not needed, work as a Teacher Assistant under the direction of the HLTA and SENCO.

4. Set a good example in terms of personal presentation, attendance and punctuality.

Health and Safety

1. Undergo Basic First Aid training and update courses.

2. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.

3. Cooperate with the employer on all issues to do with Health, Safety & Welfare.

4. Manage the pupils' Health and Safety, taking appropriate action related to any problems or emergencies that occur during the lesson.

Continuing Professional Development

1. Participate in an induction programme that includes lesson observations of experienced teachers and application and use of school policies and procedures.

2. In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the School.

3. Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available - particularly those run by the LEA for cover supervisors, e.g. those concerned with behaviour and pupil management.

4. Undergo appropriate training to support the delivery of "specified work" in order to develop skills for the post.

5. Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

Safeguarding, Equality & Diversity and Health & Safety

- To safeguard and promote the welfare of for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the NPCAT's Equality Policy and objectives.
- To comply with Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a proactive approach to health and safety matters in order to protect both yourself and others.

Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this Job Description. Employees should be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job

applicants or continued employment for any employee who develops a disabling condition. We will consider any reasonable adjustments under the terms of the Equality Act to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

This Job Description may be altered to reflect or anticipate changes in the job which are commensurate with the salary and job title.

The job-holder will ensure that Trust policies are reflected in all aspect of his/her work, in particular those relating to:

(i) Equal Opportunities
(ii) Health and Safety
(iii) General Data Protection Regulations (2018)
(iv) Safeguarding

Person Specification

Stage	Essential		Desirable	
Experience	E1	Working with or caring for children of relevant age		
Qualifications & Training	E2	Grade C or above (or equivalent) in GCSE Maths and English	D1	Degree
	E3	Relevant Level 3 qualification	D2	Recent safeguarding training
			D3	First aid training
Knowledge & Skills	E4	Effective use of ICT to support learning		
	E5	Understanding of relevant policies/codes of practice and awareness of relevant legislation		
	E6	General understanding of national/foundation stage curriculum and other basic learning programmes/ strategies		
	E7	Basic understanding of child development and learning		
	E8	Ability to self-evaluate learning needs and actively seek learning opportunities		
	E9	Ability to relate well to children and adults		
	E10	Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these		
Personal Characteristics	E11	Committed Enthusiastic Organised Flexible Patient Resourceful Empathetic		
Special Requirements	E12	An understanding of the Catholic ethos of NPCAT		
	E13	An understanding of safeguarding and child protection requirements		