

Cover Supervisor Application Pack



September 2026

Dear Applicant

Cover Supervisor - The Weald School

Are you an adaptable, enthusiastic and professional individual looking to make a difference in young people's lives? The Weald School is seeking a dedicated Cover Supervisor to join our supportive team.

I have pleasure in providing an application form in respect of the above vacancy at The Weald School, together with some information about the post advertised and the school.

An application form should be completed, and when completing the Skills & Competencies section of the form, please outline how your experiences, skills and abilities equip you for the role. A CV may be sent in addition to, but not instead of, your application form.

The closing date for receipt of completed application forms is **10am Monday 5 October 2026**. Interviews will be held shortly after this date.

Please note that due to limited resources at the school, we will only contact you if you have been shortlisted for interview.

You should email your completed application form to jobs@theweald.org.uk, or send by post to me at the school address below. Should you have any specific questions relating to this post, please contact our HR department on 01403 787200 or via email on jobs@theweald.org.uk

Yours sincerely,



Sarah Edwards
Headteacher

JOB DESCRIPTION

Cover Supervisor

The Weald School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Salary: NJC Grade 6 (Points 9-12)

£28,153 - £29,542 FTE, actual salary £20,028 - £21,016

Hours: 31 hours, 15 mins a week, term time only. 08:30-15:15

Contract type: Full-time. Permanent

Reporting to: Senior Cover Supervisor/ Central Admin Manager

Main Purpose

- To supervise whole classes during short-term absence of teachers, maintaining good order and keeping students on task. Work will be set by teachers and teaching staff will support cover supervisors with the work set.

Duties and Responsibilities

- Cover lessons and registrations for absent teachers (including PE lessons)
- Establish positive and productive relationships with students, acting as a role model and maintaining high expectations.
- Promote an inclusive, respectful and supportive learning environment in which all students are valued and encouraged to participate.
- Provide consistent support, recognising and responding appropriately to individual learning and behavioural needs.
- Manage the behaviour of students whilst they are undertaking work to ensure a constructive environment
- Collect any completed work after the lesson and return it to the appropriate teacher
- To deal with any immediate problems, minor incidents or emergencies according to the School's policies and procedures

- Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection
- Be able to understand and use a range of strategies to deal with classroom behaviour as a whole and also individual behaviour needs
- Use skills and experience to manage safely classroom activities, the physical learning space and resources for which you are responsible

Other Duties

- Support a range of duties when not required for cover during the working day
- To undertake any other duties appropriate to the grade and character of work as may reasonably be required
- Contribute to the overall ethos/work/aims of the school

Cover Supervisor: Person Specification

Sections	Competencies	Essential	Desirable
Personal Qualities	Highly accurate, with excellent attention to details	✓	
	Self-motivated	✓	
	Able to show good judgement and respect confidentiality	✓	
	Able to command respect from colleagues and students	✓	
	A broad knowledge and common-sense approach	✓	
	Enjoy being around young people	✓	
	Patience and resilience	✓	
	A positive, flexible and proactive team player	✓	
Qualifications and Training	GCSE pass in English and Maths	✓	
	Good literacy and numeracy skills	✓	
Experience	Experience of working in an education setting and/or with young people		✓
Skills and Knowledge	Good communicator - both verbal and written	✓	
	Ability to deal with classroom behaviour as a whole, and also individual behavioural needs	✓	
	Competent in the use of a wide range of ICT packages including Microsoft Office and Google suite	✓	
	Competent in the use of school MIS systems		✓

Safeguarding Statement

This school and West Sussex County Council are 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 candidates will be subject to an appropriate Disclosure and Barring Service check along with other relevant employment checks, including satisfactory references.

We are committed to diversity and inclusion, offering a supportive and welcoming environment for all.

About The Weald School

The Weald School is an 11-18 mixed comprehensive with around 1,800 students. This includes a thriving Sixth Form of about 300 students. Our students are at the heart of all that we do. The Weald is a warm, friendly and vibrant school at the centre of the community with a wonderful family feel, where each student is known and cared for. Students are well behaved, have a very positive attitude and enjoy coming to school. There are excellent relationships between staff and students. We believe that all our students have the potential for excellence. We work towards this by having high expectations of students and staff, by continually raising aspirations and by promoting our students' self-belief alongside strong moral values.



Academic outcomes at The Weald are consistently high. In the summer of 2026, our Year 13 students achieved results which put us, yet again, in the top 25% of all schools and colleges nationally. 95% of our students applying to university secured their first choices.



Our Year 11 students also attained excellent results: our most recent Progress 8 measure (from 2024*) is +0.43, meaning that our students typically make, on average, almost half of a grade more progress in each GCSE than students in the rest of the UK. Outcomes this year were similarly strong: 80% of students attained a grade 4 in English and 75% did so in mathematics.

These results follow an upward trend of improving results over time and underpins our ethos of striving for academic success alongside character education.

* There are no Progress 8 measures for 2025 or 2026 due to students not sitting Year 6 SATS.

Our curriculum is broad and balanced and offers many exciting opportunities for all students, both in school and out. Students study Key Stage 4 over three years. This presents real opportunities for creativity and varied approaches to learning through both GCSE and BTEC vocational qualifications. There are tremendous extracurricular opportunities at The Weald through sport, performing arts, Radio Weald, Weald TV, links with partner schools in Europe and Africa, the Duke of Edinburgh award, as well as a number of other trips. In short, we believe there is something for everyone at the school.



We believe achievement is not just about qualifications. Personal development is key to what we do. We have a very active School Council and a strong student voice within the school. We also have a close and effective partnership with our parents and carers. We listen to their views and use them to inform the work of the school. Attendance at school events is high, and an effective governing body has a full representation of parents.

I genuinely feel it is an honour and a privilege for me to be able to lead and develop further the education of the children at The Weald. Our students are a joy to work with. Visitors describe them as polite, courteous and respectful, making the school a fantastic place both to study as a student, and to work as a member of staff.

About the school

The Weald School serves the local community from a pleasant 25-acre site on the edge of Billingshurst. Our size offers us many advantages. We have excellent facilities, allowing us to offer a wide and varied range of academic and vocational courses at all levels. The Weald campus has been steadily improved in recent years.



An £11m expansion programme completed in 2017 funded a new teaching block for maths and art and a 400-seat dining facility. Additional improvements include new science laboratories, media room and TV studio, changing rooms, drama suite, music block and a pastoral provision area. There is also a swimming pool and fitness centre (adjoining the school site and run by DC Leisure / Horsham District Council), and two multi-use games areas.

The Weald School offers all students:

- A well-planned, broad and balanced curriculum
- A record of excellent examination results
- Well qualified specialist staff combining innovative and traditional methods in the classroom
- A secure, supportive, encouraging and happy environment
- A wide range of extra-curricular and residential activities.

What our students think about the school:

- *"Lessons are fun, and the school has a good atmosphere" - Year 7 student*
- *"The teachers have a good attitude to learning and we are encouraged and can hold our own opinions" - Year 10 student*
- *"We are able to talk to our teachers about issues and they make a real difference in our lives" - Year 9 student*
- *"I love the opportunities we get to work with younger students - it's great fun and really rewarding to support them with different aspects of their work." - Year 12 student*
- *"There is fantastic support for researching progression options for when we move on from the Sixth Form. The Sixth Form staff are always there to help with the UCAS process." - Year 13 student*

Sarah Edwards
Headteacher

September 2026