

Welcome

I am delighted that you are considering applying for the position of Cover Supervisor. Starting as soon as possible.

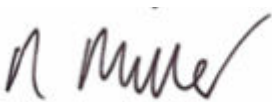
We are a successful, forward-thinking, co- educational independent school with a long tradition of developing and promoting individual talent and encouraging high aspirations within an environment of continuous improvement. Our history dates back to the 14th century, but we are also very much an innovative and forward-looking school that combines a strong focus on academic excellence with a rich co-curricular programme to enable our pupils to 'discover who they are' and unlock their potential in a school with a strong sense of community. The School continues to challenge itself on how we deliver our education services (recent years have seen the launch of a kindergarten, the establishment of a transport division, the opening of an international boarding house, and the deployment of iPads).

This is a fantastic opportunity for a lively, professional and adaptable individual to join our team as a cover supervisor. The role is designed to deliver classroom supervision in the event of teaching staff being absent from work or otherwise unavailable. When not covering lessons, you will be asked to provide administrative support to the academic senior team or one to one / small group / classroom support.

This is a new role that can be shaped according to the skill set of the successful candidate. The priority is to support classes of pupils when teachers are unavailable, but if the individual has the appropriate skillset there is the opportunity for them to assist in the administration of cover and wider academic administration.

This role is a 'Full Time During Term-Time' position.

If this role represents the type of opportunity and challenge which excites you, and you believe you have the necessary skills and experience to work with an excellent team, then we would be pleased to receive your application and give it serious consideration.



Natalie Miller

Director

Wisbech Grammar School

About the School and location

Wisbech Grammar School (WGS) is an independent, co-educational school located near the centre of the historic town of Wisbech in Cambridgeshire, on a green site of 44 acres beside the River Nene which runs through the town. The School offers a broad, high-quality education with excellent pastoral care for around 590 children aged 3-18. It is predominantly a day School but, in recent years, has started to take a limited number of boarders, mainly from the Far East.

The School is located on a single site with the Preparatory School and the Senior School sharing the same buildings and extensive playing fields. The Kindergarten was established in 2018.

The School is well-equipped with modern facilities for academic learning and co-curricular activities, and it has an ambitious programme for continued renewal. Wisbech is a historic market town with a royal charter in north Cambridgeshire and it straddles the River Nene, roughly halfway between Peterborough and King's Lynn.

History and development

WGS was founded as a school for boys in 1379, making it one of the oldest Schools in the country. It was established by the Guild of the Holy Trinity, a group of scholars who were highly influential in developing the social and economic life of the town in the Middle Ages.

WGS has been a cornerstone of the town over many centuries and its presence was a vital factor in the granting of a Charter for Wisbech in 1549.

Since its establishment, change has been in the DNA of Wisbech Grammar. It has occupied a number of sites within the town over its evolution. In 1905 Wisbech High School was established to provide the same educational opportunities for girls as boys enjoyed at the Grammar School. The two Schools developed concurrently until they were merged in 1970, when the boys school moved across the river Nene to its current location today.

In 2018, WGS launched its International strategy and welcomed its first international pupils the following year as the school evolved once again from a day school to a boarding School. January 2020 saw the opening of a second boarding house and there is now capacity for 28 boarding pupils as well as homestay placements.

September 2019 saw the expansion of our Early Years setting to offer more classrooms and bringing the spaces up to date with the most modern technology available. There has been a demand from the local community to offer more spaces in Kindergarten and Reception.

Application process

To apply please download an application and equality form from our website www.wisbechgrammar.com. Your application should include a letter stating how you meet the job description addressed to Mr Barnaby Rimmer, Headmaster.

Please send postal applications for the attention of Rebecca Forman, Human Resources, Wisbech Grammar School, Chapel Road, Wisbech, PE13 1RH or send by e-mail to HR@wisbechgrammar.com

Closing date: Closing date for applicants by 17:00 on Monday 29 September 2025

Short list: Short list applicants will be notified by 9am on Wednesday 01 October 2025

Interviews: Will take place week commencing 06 October 2025 – Date to be confirmed.

If you are interested, then please submit an application as soon as possible. The School is happy to accept early applications by CV initially and reserves the right to close this vacancy earlier than the date above.

Wisbech Grammar School is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced DBS check, satisfactory references and a medical.



Job Title	Cover Supervisor
Reports to	Deputy Head Academic
Hours of Work	<p>Full time Working hours are 40 hours per week</p> <p>A full time role is 5 days a week term time only (which is 34.4 weeks a year) with daily working of hours of 8 hours between the hours of 0800 and 1640 Mon-Fri including 40 minutes for lunch.</p> <p>You may be required to attend meetings / events that are sometimes held out of normal School hours.</p> <p>You are expected to work the hours that are necessary to fulfil your responsibilities and meet the needs of the school and in line with the hours in your contract.</p> <p>Please note that this role may develop/change dependent on the needs of the organisation.</p>
Holidays	This is a term time only role, so all holidays should be taken during School holidays.
Probation	In accordance with School policy, this appointment will be subject to the standard twelve-month- probationary period with reviews at 1, 3, and 12 months
Medical	The offer of appointment at Wisbech Grammar School will be conditional upon the provision of a medical report, which satisfies the school. Initially this will be a self-certification, which may result in Pre-Employment screening by our Occupational Health provider. (Please note that all School buildings operate a no-smoking policy).
Benefits	<p>Wisbech Grammar School provides</p> <ul style="list-style-type: none">• Defined Contribution Pension Scheme to which the employer provides a 5% contribution to match the 5% employee contribution• Fee discounts for dependent children• Cycle to Work Scheme, Discount Voucher Scheme, Wellbeing support
Safeguarding	<p>Wisbech Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment.</p> <p>The post holder must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service (DBS).</p> <p>The postholder is responsible for ensuring that they</p> <ul style="list-style-type: none">• undertake all mandatory training on the school defined timetable (annually at time of writing this document)• read, digest and adhere to all mandatory training on the school defined timetable (annually at time of writing this document)
Data Protection	<p>In the course of employment at Wisbech Grammar School, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information.</p> <p>Staff should not act in any way which might be prejudicial to the School's interest.</p> <p>Information which may be included in the category covers both the general business of the school and information regarding specific individuals.</p>



Cover Supervisor Role Description

A strict code of confidentiality must always be adhered to.

Wisbech Grammar School is registered under the General Data Protection Regulations 2018 (GDPR) and staff must not at any time use the personal data held by the school or disclose such data to a third person.

Principal Role

To provide classroom supervision in the event of teaching staff being absent from work or otherwise unavailable.

When not being used for cover, you will be asked to provide administrative support to the academic senior team or one to one / small group / classroom support.

This is an opportunity that can be shaped according to the skill set of the successful candidate. The priority is to support classes of pupils when teachers are unavailable, but if the individual has the appropriate skillset there is the opportunity for them to assist in the administration of cover and wider academic administration.

The successful candidate will need to interact on a professional level with colleagues and parents (when necessary) and will seek to establish and maintain productive relationships to promote mutual understanding of the pupil's learning and developmental needs.

The role involves ensuring compliance with the Childcare Act 2006, all Health and Safety legislation, the Early Years Foundation Stage (EYFS) framework, and requirements as laid down by the Government and regulated by ISI.

Detailed role

Class Supervision – main role

- Supervising the pupils with the work which has been set as cover by the teacher or the Head of Department.
- If required, undertake any photocopying or printing required for the cover lesson.
- Ensure that pupil behaviour is constructive, maintaining a quiet working environment.
- Responding to pupils about the work that has been set, providing pupils with generic support (e.g. literacy, numeracy, IT) to help them complete set work.
- Collecting any work completed after the lesson and returning it to an agreed person/place, or making sure that pupils have uploaded their work to Teams if requested.
- Leaving the room in good order at the end of the lesson.
- Recording and reporting attendance at lessons using Lesson Monitor.
- Liaise with the Pastoral Team, Learning Support Team, actively engage with Departments.

Administrative Support – a potential area for expansion

- Administer the Cover email and set up any requests agreed by DHA/ SDH.
- Assist in the creation of the briefing email, as requested.
- Administer the cover module on SIMS, adding emergency cover, planned cover.
- Report on cover as required (DHA, SDH, HR, Headmaster).
- Add achievement and behaviour points onto SIMS, report on behaviour using SIMS.

Generic Duties

- Liaison with other departments and staff as necessary.
- Attendance at staff meetings and INSET activities where relevant.



No job description can fully cover all aspects of this type of appointment and consequently the ability to evolve and respond to future changes and job demands is essential in the successful applicant. The duties outlined in this job description may be modified by the Deputy Head Academic, with the post holder's involvement, to reflect or anticipate changes in the job, commensurate with the job title.

Attributes	Essential	Desirable
Qualification	<ul style="list-style-type: none"> GCSE English and Maths (grade A* - C) or equivalent. 	<ul style="list-style-type: none"> Level 2 approved relevant qualification or equivalent Level 3 approved relevant qualification or equivalent
Knowledge	<ul style="list-style-type: none"> Understanding of Safeguarding in schools Health and Safety Knowledge Awareness of equal opportunities Understanding of managing confidential issues Knowledge of how ICT is used to support pupils' learning and ability to use ICT effectively in a classroom setting. Understanding of strategies for teaching and learning. <p>The role involves ensuring compliance with the Childcare Act 2006, all Health and Safety legislation and requirements as laid down by the Government and regulated by ISI.</p>	<ul style="list-style-type: none"> Have a secure understanding of specific learning difficulties Have training in aspects of SEN i.e. dyslexia, autism Knowledge and experiencing supporting up to GCSE level Knowledge of social and emotional support strategies
Skills & Abilities	<ul style="list-style-type: none"> Basic First Aid Good numeracy and literacy skills including good spoken English Good ICT skills and knowledge of Microsoft suite To be capable of high standards of physical, emotional, social and intellectual care for the children at all times. Ability to work and communicate with children effectively Ability to motivate and provide encouragement to children of all ages and all backgrounds Assist with the organisation of the learning environment. Maintain accurate records of the pupils. Ability to work collaboratively with School Staff Ability to take responsibility and work with autonomy within set boundaries. Ability to implement appropriate behaviour strategies in line with school policies Ability to work effectively with individual pupils, groups of pupils and whole classes. 	<ul style="list-style-type: none"> Paediatric First Aid Certificate A commitment to the improvement and progress of pupils; The ability to interface and interact with parents, teachers and other school staff and provide feedback as required
Experience	<ul style="list-style-type: none"> Relevant and professional experience working with children Provision of high-quality provision ensuring all children thrive in a happy, safe and stimulating setting so they can learn and develop. 	<ul style="list-style-type: none"> Experience supporting in a SEND department in a Senior School setting
Personal competencies and qualities	<ul style="list-style-type: none"> A warm and approachable personality To be enthusiastic and have a passion working with all children. Motivate pupils to learn. Motivate pupils to be sociable. 	



	<ul style="list-style-type: none">• Communicate effectively and appropriately with pupils with different abilities and ethnic backgrounds• Good time management skills• Show tact and sensitivity• Patient, reliable and trustworthy• Have a high degree of emotional intelligence• Good communication and interpersonal skills.• Show keen attention to detail• Be professional and well organised, be able to be flexible and work under pressure, both independently and within a small team• Have the ability to show initiative, think creatively and understand the importance of being proactive in a busy workplace environment• Be prepared to take on responsibility and be fully accountable• Have the ability to see matters from a whole school perspective and consider issues objectively• Have an understanding and commitment to the ethos, culture and priorities of the School• Be an ambassador for the School	
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