



West Kirby Grammar School

Cover Supervisor

June 2025

£ 21,886 actual salary (Term Time only 31 hours per week)

Graham Road, West Kirby, Wirral. CH48 5DP

www.wkgs.org

Contents

Advertisement	3
Job Description	4
Person Specification	5
Life at WKGS	6

Advertisement

Cover Supervisor

June 2025



Cover Supervisor

6.2 hours per day, term-time only – £21,886 actual salary

West Kirby Grammar School are looking to appoint a highly motivated and enthusiastic Cover Supervisor to provide classroom supervision in the event of absent teachers and generally support the smooth operation of the academy staff at other times.

This position would suit someone who is interested in gaining experience before embarking on teacher training or looking to work within a school setting.

Excellent instruction skills and the ability to communicate clearly and effectively with young people to explain ideas and support their learning is essential.

West Kirby Grammar School is a very successful selective school. There are more than 1200 students on roll including a Sixth Form of about 350. GCSE & A Level results are outstanding.

Further information and an application form are available to download from the School's website (www.wkgs.org) or by contacting the School on 0151 632 3449.

How to Apply

Complete the application form online and supply a letter, of no more than two sides, explaining why you wish to join our school and what skills and experience you can bring to the school.

Closing date: Monday 19 May 2025 @ 9 am

Interviews: anticipated to be Thursday 22 May 2025

Job Description

Cover Supervisor

June 2025



Job title: Cover Supervisor

Reporting to: Assistant Headteacher

Salary: £21,886 actual salary (Band F – Point 17)

Information About Working Hours

The working hours are from 8:35am to 3:45pm Monday to Friday with a one-hour unpaid lunch each day. This is 6.2 hours per day or 31 hours per work. The main purpose of the role is to:

- Arrive at school collect cover work and prepare/organise for cover lessons;
- Cover Form Registration if required;
- Provide cover for up to six lessons per day. If there is no cover requirement on that they can be directed to undertake admin tasks during lesson time

Key Role/Function:

To supervise students in the absence of a teacher to enable them to continue their learning by carrying out pre-prepared activities and tasks under supervision

Specific Duties

Administrative/Teacher/Student Support

- To supervise work that has been set in accordance with the school policy
- To manage the behaviour of students whilst they are undertaking the work to ensure a constructive environment in accordance with the school's Behaviour Policy.
- To respond to any questions from students about process and procedures
- To deal with any immediate problems or emergencies according to the school's policies and procedures
- To collect any completed work after the lesson and returning it to the appropriate teacher
- To report back as appropriate using the school's agreed referral procedures on the progress of students during the class and any issues arising.
- To access the school's Management Information System in accordance with the school's Behaviour Policy, including the input of data relating to behaviour of students
- To undertake registration of classes at the beginning of every session.
- To take account of information provided of individual needs and reasonable adjustments for students (e.g. SEND/vulnerable within lesson)
- To provide support to teachers and students by attending school trips as a responsible adult

Other Duties

- To work within school policies and procedures.
- To contribute to the provision of an effective environment for learning.
- To support the promotion of positive relationships.
- To attend skill training and participate in personal/performance development as required.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues

Person Specification

Cover Supervisor

June 2025



Job title: Casual Cover Supervisor

Reporting to: Assistant Headteacher

Grade: Band F – Point 17

Salary: £21,886 actual salary (pay award pending)

Hours: 6.2 hours per day, as required by the school, Term Time only

This person specification is related to the requirements of the post as determined by the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should refer to these requirements when completing your application.

E: Essential D: Desirable

1. Qualifications

NVQ level 2 or above qualification – appropriate to the post (or equivalent) (E)

2. Experience

Experience of working with or caring for children of relevant age (D)

Experience of working in a relevant classroom/service environment (D)

3. Knowledge

Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 (E)

Ability to relate well to children (E)

Ability to demonstrate confidence, assertiveness and helpfulness (E)

An ability to deal with difficult situations. (E)

Ability to form effective and appropriate working relationships/boundaries with young people (E)

Ability to work as part of a team (E)

Good communication skills (E)

Ability to problem solve (E)

Time management skills (E)

Organisational skills and ability to prioritise (E)

Knowledge of the concept of confidentiality (E)

First Aid Certificate (training provided if required) (D)

Good numeracy and literacy skills (E)

Ability to make effective use of ICT (E)

Flexible attitude to work (E)

4. Special Requirements

Professional approach to conduct, attendance and dress (E)

Enhanced DBS clearance and identity checks (E)

Excellent References (E)



West Kirby Grammar School is a vibrant and thriving girls grammar school of more than 1200 students aged 11 to 18, including around 50 male students in a coeducational sixth form of over 350.

As a school, we believe there are no limits on a student's potential: with the right approach to learning every student can reach levels of attainment and achievement that might previously have been considered the preserve of a 'gifted and talented' few.

Our values are inspired by our school motto: *ad metam contendo* - strive towards the goal.

These six core values aren't simply words on a page – we live and breathe them every day, driven by our determination to inspire and support every child in the pursuit of their goals, whatever they may be:

Community

- We're proud of our sense of community and family at WKGS, as well as our contribution to the local and wider community.
- We choose to be collaborative, caring and kind, showing empathy and honesty in our actions.
- We value our tradition and have a vibrant House system that helps to create a compassionate and caring community.

High Expectations

- We are aspirational for ourselves and those around us, taking great pride in our achievements.
- Our work is goal-orientated, celebrating success in different forms while striving for excellence in our pursuits.
- We naturally have high academic expectations and challenge everyone to achieve their full potential, both inside and outside of the classroom.

Opportunity

- We offer exceptional opportunities for all in a wide variety of contexts.
- Our extensive curriculum ensures that every student has the opportunity to discover their talents.
- We encourage everyone to embrace our extra-curricular provision and wide range of enrichment activities; we promote leadership at all levels.

Innovation

- We strive to create the leaders of tomorrow; individuals who are daring and forward thinking and who work to inspire those around them.
- Creativity is highly valued, and we aim to find inventive and enterprising solutions to the challenges we face.
- Change is embraced as we develop inventive new practices and systems.

Curiosity

- We encourage all members of our community to display a love of learning and to show an inquisitive approach to challenge.
- The ability to reflect on practices is key, along with a passion to improve. Asking questions to deepen understanding and looking beyond the confines of the curriculum is actively encouraged.

Endeavour

- We work with motivation and resilience, whatever the challenge ahead.
- Determined to succeed, we challenge ourselves and those around us to improve
- We engage with our tasks and work with perseverance to achieve.



Staff Wellbeing

The wellbeing of staff is central to the approach taken by Governors, the Headteacher and the SLT at West Kirby Grammar School.

We have an excellent sense of community within our whole staff, who work very hard as a team to support one another in their endeavours. Below are examples of some of the systems we have developed to help maintain a happy and positive staff.

- Access to a comprehensive range of health and wellbeing services
- Deadlines well publicised and staff consulted on annual calendar
- Reduced data collections to ensure no collections for data's sake
- In-house Wellbeing Manager available to all staff, and Staff Wellbeing Committee that monitors and responds to staff needs.
- Greater PPA time than national recommendation
- Dedicated classroom wherever possible for teaching staff
- A flexible and generous approach to family appointments and child events
- Complimentary tea and coffee
- Complimentary Christmas Dinner for all staff each year
- Staff Christmas Cake baking event
- Complimentary coffee and cake mornings or afternoons
- Wellbeing and social activity programme
- Opportunities for professional development always considered
- Considerate approach to lesson observations, drop-ins and Learning Walks
- Headteacher 'Open Door' Policy at all times
- On site car valeting services

Life in West Kirby

WKGS is a nurturing and supportive institution with exceptional rates of staff retention. Very few staff move on each year and these are largely due to opportunities for promotion or staff retirement.

West Kirby is a fantastic place to work and live. Found on the North West coast, it is regularly rated in The Times as one of the Top 10 places to live in the North West. Just half an hour by train from Liverpool, it is a beautiful seaside town with a high street full of independent shops, the Marine Lake, the picturesque Hilbre Island and miles of sandy beaches.



West Kirby
Grammar School



office@wkgs.net



www.wkgs.org



0151 632 3449