

NORTHAMPTON SCHOOL FOR GIRLS

Respect for Self | Respect for Others | Respect for Learning

Cover Supervisor (part-time)

Closing date: 9am, Monday 30th November 2026

How to Apply.

We warmly invite you to arrange an informal telephone or video call so that you can learn more about our wonderful school. Please also take a look at our **website** which will help bring to life the essence of NSG.

Applications are accepted via the school application form (available on the vacancies page) or via TES QuickApply. Please contact the school if you need to request the application form in an alternative format.

We would encourage you to submit your application as soon as you are able as we reserve the right to act on received applications before the closing date has passed.

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Welcome



Thank you for your interest in joining us at Northampton School for Girls.

We have an exciting opportunity to grow and develop our Cover Supervisor team. We are looking for someone who shares our vision, who will enthuse our students about learning, show them the beauty and relevance of it, and build their confidence and a sense of agency to use their knowledge and skills in further study or in their lives beyond school.

We will provide you with a range of bespoke opportunities to support your career and ongoing professional development. At Northampton School for Girls, we are committed to caring for and supporting the development and growth of all our school community, students and staff alike.

Northampton School for Girls is a truly remarkable school that students and staff are, rightly, proud to be part of. It has a unique vitality that springs into life as students and staff arrive through its doors. Our school is everything but ordinary and our students never fail to impress us with their achievements and the genuine desire they have to help others. They are incredibly talented, open hearted and courageous and we are unapologetically driven to supporting them to succeed.

Underpinned by our values of **'Respect for Self, Respect for Others and Respect for Learning'**, we provide our students a rigorous and ambitious curriculum which meets the needs of individual learners' talents and interests, building the foundation for their future successes in a fast-changing world.

From its inception in 1915, Northampton School for Girls has recognised and celebrated everyone as individuals and has also embraced the power of the community. Our students recognise the impact they have on others and particularly the responsibility that they have to give of their time, talents and charity to the wider community. We foster an environment where students can expand their minds, think flexibly, develop the skills of leadership that they all have within them, and grow as individuals.

We are a school with an impressive reputation, rich cultural diversity and a long-standing track record of success: we are proud to be Northampton School for Girls.

I very much look forward to welcoming you.

Cristina Taboada-Naya | Headteacher

https://www.nsg.northants.sch.uk/vacancies

@NSGPeople

01604 679540

people@nsg.northants.sch.uk

Job Description.

Cover Supervisor

Salary: Grade G (points 8-13)

FTE: *£27,709- £30,023*

Actual salary: £8,575.48 - £9,291.62

Working pattern: Part-time

2 days per week / 39 weeks per annum (term time + 2 training days)

8.10am to 3.30pm, with 40 minutes unpaid lunch break

Reporting to: Deputy Headteacher

Liaising with: Line Manager, TLR holders, teachers, relevant support staff, parents/carers

Purpose

- Deliver high-quality and effective cover supervision of whole classes, supporting the short-term absence of teachers
- Work towards ensuring all students' progress, achievement, and enjoyment of their studies
- Make a difference to all the young people in our care.



Role Responsibilities

School Ethos in Action

- To uphold the school ethos: 'Respect for Self, Respect for Others, Respect for Learning'.
- To promote the school's non-negotiables: high achievement, inclusion and development of the whole child
- To promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with
- To provide a safe, happy, ordered, lively, stimulating environment and to give guidance, good examples and teaching so that each child has the opportunity to develop educationally, physically, emotionally, socially and spiritually to their full potential
- To support school policies with a commitment to high standards, high expectations and high achievement
- To foster children's development in the fullest sense, paying particular regard to the attitude and values the school promotes
- To promote a climate of encouragement and praise and actively support the school's rewards system.

Main Responsibilities

- Be responsible for the delivery of the work and management of the behaviour of students in lesson time, as directed in the absence of a regular teacher, minimising the disruption to study
- Support and help students of all abilities and diversities with reading, writing and mainstream classroom work across all areas of the curriculum as appropriate to the post and to the individual student
- Ensure the Health and Safety of students during cover sessions as specified by national and local authority guidelines and school policy. Monitor the welfare of individual students if necessary, reporting back to teaching, pastoral or SLT staff or taking appropriate action to resolve concerns if possible
- Provide detailed feedback to teaching staff so that they are able to follow up their absence with appropriate work and actions and address any issues that may have arisen during the Cover Supervisor's session in order to maintain a consistent and coherent programme for the students
- Supervise entry and departure of students in accordance to the school's policy
- Where applicable to the school setting undertake the invigilation of internal and external examinations as required helping ensure examinations are supervised in an appropriate manner.

Job Description.

What our students have to say about NSG

"NSG is a great school, and some of your best experiences of your life will happen here"

"I feel like I've made some of the best friends I'll ever have"

"Once you get to know the people in your form, you will build strong and long-lasting bonds with them, almost like they become your second family"

"The staff are also great and there is always someone I can talk to"

Main Responsibilities *(continued…)*

- Register students in the class being supervised and report back to teaching, pastoral and SLT staff regarding any concerns about attendance or other issues noted so they can be appropriately addressed
- Where applicable ensure that students are given tasks or activities approved by the school for registration periods when curriculum work is not taking place or those times when work is finished before the end of a session
- Provide support to departments and teachers when classroom supervision is not required as a valuable resource for backing up the learning environment and so to build good working relationships with staff and students
- Follow the school's behaviour policy and maintain the standards of behaviour as much as possible and as appropriate to the post to support a controlled, safe and comfortable environment for students and staff.

Whole School Contribution

- To follow the school's policies and procedures for securing the safeguarding and welfare of students and staff
- To contribute to the development of whole school policy, aims and outcomes
- To play a full part in the life of the school community, support the distinct NSG ethos, and encourage staff and students to follow this example
- To attend staff meetings and other meetings with colleagues or parents as appropriate and as reasonably directed
- To carry out duties assigned by members of the Senior Leadership Team

Additional Duties

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out.

Person Specification.

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Education / Training / Qualifications	Essential / Desirable
• GCSE or equivalent in English and Maths, grades 9-4 (A*-C)	*Essential*

Experience	Essential / Desirable
• Experience of working with children • Innovation and creativity to engage and enthuse learners	*Essential*
• Experience of teaching or cover supervising • Excellent classroom management skills	*Desirable*

Abilities, Skills and Knowledge	Essential / Desirable
• Ability and passion to champion all children • Ability to apply the use of ICT to teaching and learning • An appreciation of local and national policies, priorities and statutory frameworks, including those relating to the safeguarding of children • Ability to take initiative and to follow it through to completion	*Essential*

Personal Skills and Attributes	Essential / Desirable
• A passionate belief in the school's ethos • Good communication and interpersonal skills • The ability to prioritise work effectively and plan ahead • Confidence with an ability to motivate others • Self-awareness and presence • Dedication, enthusiasm, integrity and reliability • Independent thinker • Flexibility and creativity • Caring, kind and approachable • Positive and optimistic • Ability to champion the cause of every learner and to challenge underperformance where it may occur • Willingness to be involved in the wider life of the school	*Essential*



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