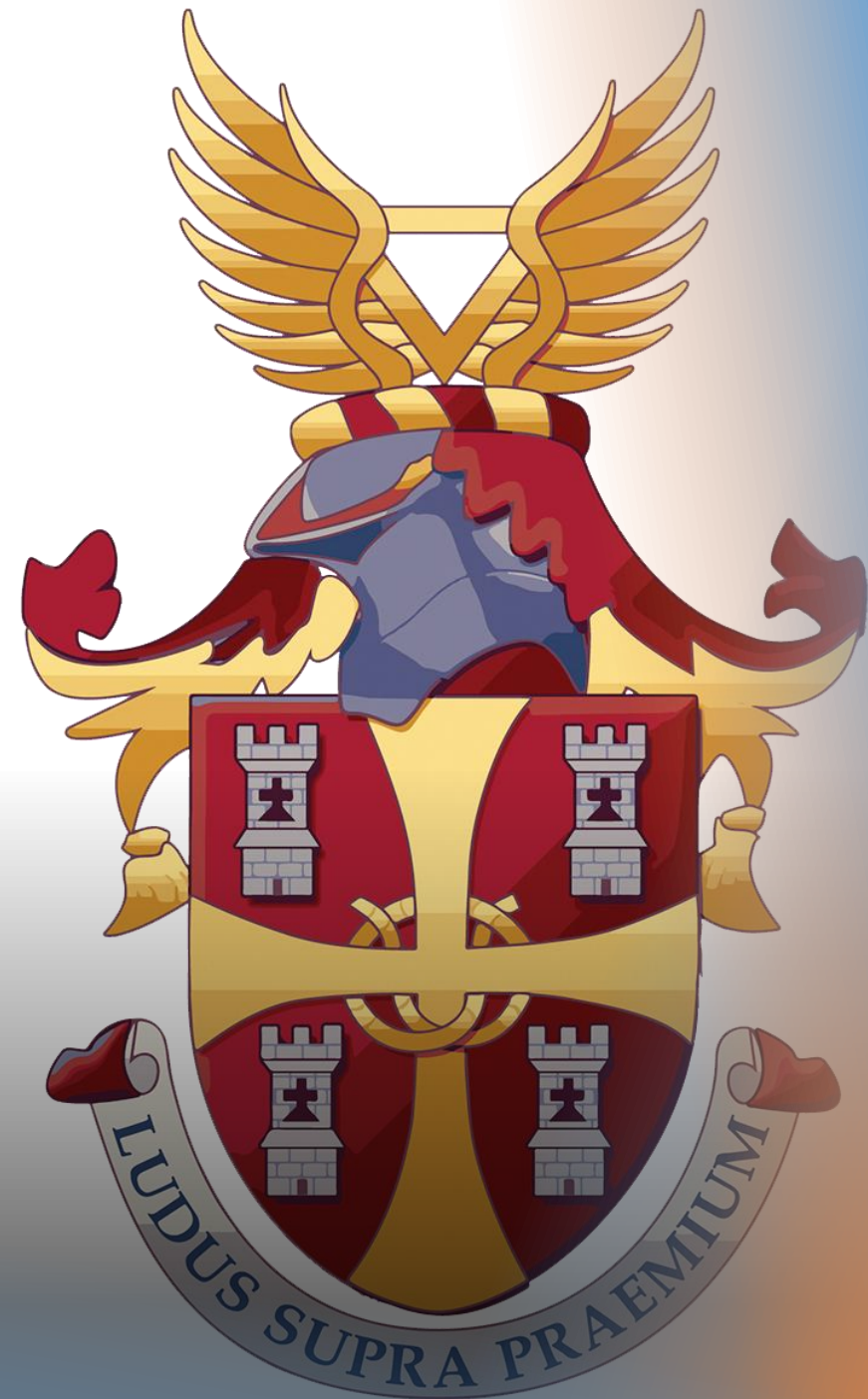




Cover Supervisor





# Cover Supervisor

Salary: NJC Grade 5 - £30,024 - £33,699 – Term-Time Only – paid for 44.85 weeks per year

Part-Time, four or five days per week, 8.50am – 3.40pm

Required: As soon as possible

An exciting opportunity has arisen to join one of the country's leading grammar schools and offers staff the opportunity to work with able and well-motivated students.

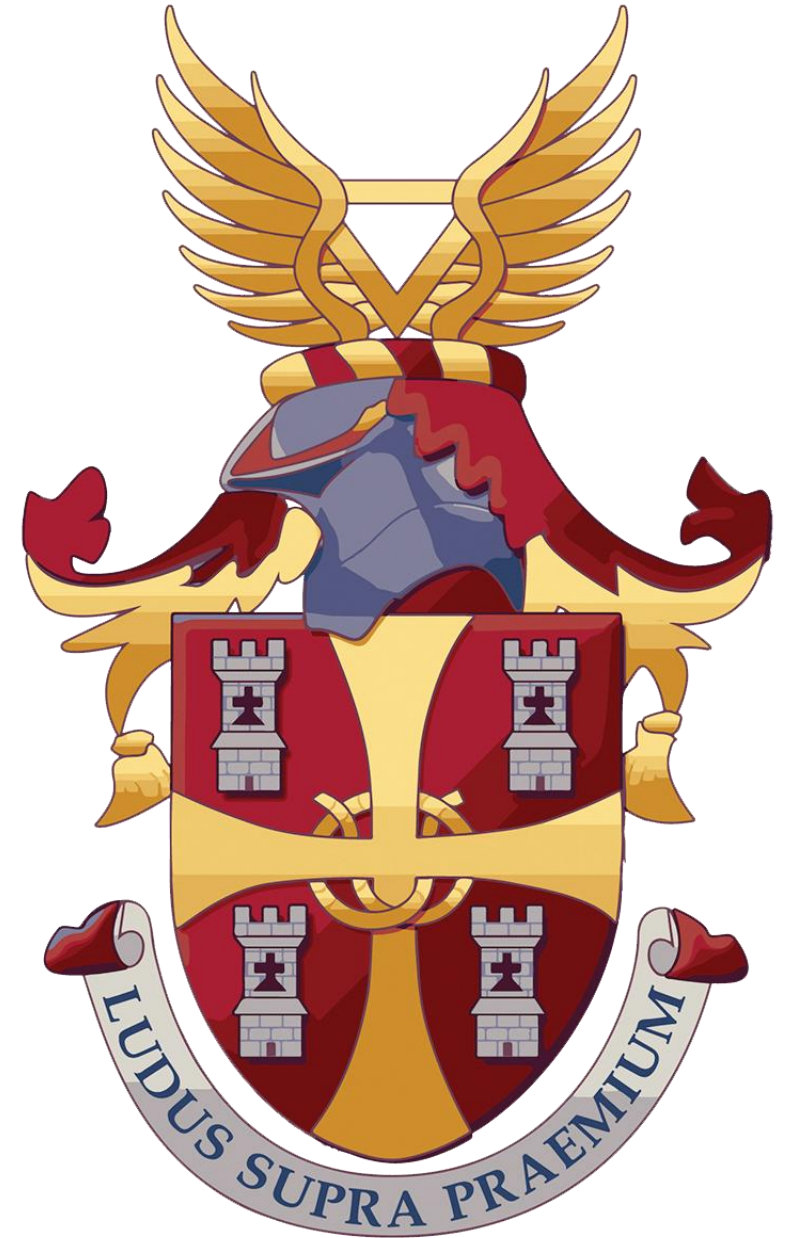
We are seeking a part-time Cover Supervisor to join us for a great opportunity in a fast-paced role within a school environment. The ideal candidate will be extremely well organised, resourceful, adaptable, flexible and innovative in demanding and difficult situations. They must demonstrate professionalism, tact, and complete discretion, and have the ability to interact easily and comfortably in any environment, with strong interpersonal skills, and good oral and written communication.

We recognise and value continued professional development and as such, training opportunities will be made available to you throughout your career with us.

Please visit the school website for further details and the employment application pack. Potential candidates who wish to informally explore more details about the role or school should contact the Headteacher at [recruitment@wgghs.org.uk](mailto:recruitment@wgghs.org.uk).

Closing date for applications: 9.00am on 21<sup>st</sup> October 2025

Interview date: w/c 3<sup>rd</sup> November 2025





# Welcome to WGHS

Wolverhampton Girls' High School has a long and established history of providing outstanding education for girls for over 100 years. We pride ourselves on our traditions, but we do not stand still, we are striving for continuous improvement. There is no charge or cost related to the admission of a student to the school and we welcome students from within the City of Wolverhampton and beyond.

We offer a broad and rich curriculum where all students are encouraged and supported to achieve their personal best in all aspects of school life. Our combination of high expectations and support tailored to meeting individual needs leads to confident and well-rounded young women who are well prepared to take on the next stage of their lives. Students are highly motivated to learn and personalised learning lies at the heart of our provision. Students also benefit from exceptional learning facilities.

The school is respected as one of the best state schools in the country, regularly achieving examination results which place it at or near the top of national league tables. This success has also been recognised by Ofsted, with the school achieving four successive "Outstanding" inspections. Indeed, the school was awarded this highest rating in every category in each of the two most recent inspections. In November 2017 we were also awarded the Sunday Times West Midlands Secondary State School of the year award.

Whilst academic achievements are an important part of life at WGHS, students enjoy the wide range of other opportunities. These include participation in the thriving house system, and opportunities in the fields of sport, music and drama. There is a plethora of activities for the students to engage in from leading whole school events; to organising charity fundraising activities; participating in debating competitions and enjoying expeditions abroad.

Our team of dedicated staff ensures that students are well supported to achieve academic success, within a caring community. We have placed pastoral care at the centre of our school community through our "Hub". Pastoral care provided is exceptional, focusing upon student wellbeing and equipping students with the skills and knowledge that will support them to navigate life beyond the school.

The school's motto: *Ludus Supra Praemium* (which translates as "the game before the prize"), emphasises the value of taking part as a member of the school community. Our girls are encouraged to develop skills for lifelong success in terms of understanding themselves as learners and developing as responsible citizens, demonstrating care and respect for all members of the community. As a result, they leave WGHS with fond memories, and equipped as confident and independent minded young women ready to take on the challenges ahead and enjoy success in their chosen fields.

WGHS is a special place to be, with its supportive atmosphere encouraging all students to achieve their best in all aspects of school life. Thank you for your interest in this exciting opportunity, we encourage you to apply and come and join our community.

**Mrs Trudi Young**  
**Headteacher**





# Ludus Supra Praemium

*“the game before the prize”*

We value highly the experiences students gain both in and out of the classroom. The House System offers wide variety of opportunities for students deliver softer skills including events such as the annual House Arts, House Winter Games and Sports Day events.

Our staff offer a range of extra-curricular opportunities in school and a variety of opportunities for students to travel abroad. This has included expeditions to Iceland, Russia, Nepal and China!





# Our School

WGHS has a rich history of providing an excellent education. We pride ourselves on our traditions, but we do not stand still, we are striving for continuous improvement. It is an exciting place to be!

We are a warm and friendly school with a community atmosphere. Pastoral care and support are our top priority, ensuring that students and staff feel happy, safe and secure.

We offer an exceptional enrichment programme with a plethora of activities for students to engage in, from leading whole school events, organising charity fundraisers, sports, music, drama, debating competitions and expeditions abroad. Our house system also provides many opportunities for girls to engage in fun activities.

We offer a broad and rich curriculum where all students are encouraged and supported to achieve their personal best in all aspects of school life. Our combination of high expectations and tailored support to meet individual needs, leads to academic excellence.

Our school is respected as one of the best state schools in the country, regularly achieving examination results which place it near the top of the national league tables. Our success has also been recognised by Ofsted with the school achieving five successive 'Outstanding' inspections.

Our school motto: *Ludus Supra Praemium*, emphasises the value of taking part as a member of the school community. We encourage developing skills for lifelong success, developing happy, confident and resilient young women.







# Our Students

All, of our students, are high achieving and almost all go on to study university courses with girls accessing some of the most competitive courses at the most sought-after institutions.

Examination results are exceptional, year after year.

Fewer students than the national average are eligible for the Pupil Premium (Years 7 to 11) (142) and 7 Service Children. 20 students are eligible for the 16-19 Bursary and we have 0 Looked After Children.

We have 32 students with SEND needs.

The proportion of students from ethnic minority groups is 79% with Indian students making up 36% and 34% who speak English as an Additional Language.

There is a very strong community ethos across the school with the House system at its heart. Students compete enthusiastically in a range of different competitions. These events, together with academic and pastoral mentoring across the year groups, ensure that students actively support each other from Years 7-13. Students seize leadership opportunities, running many clubs at lunchtime and leading a variety of fundraising activities.

All of our girls want to and are encouraged to achieve their personal best. They support each other in and beyond the classroom to strive for excellence and subsequently achieve great success in all areas.





# Our Staff

We have 127 staff; 85 teachers of whom 26 are part-time; and 50 support staff. There are 15 Curriculum Leaders, 2 Directors and 4 House Leaders. The Extended Leadership Team is comprised of the Headteacher, 2 Deputy Headteachers, 3 Assistant Headteachers, 2 Associate Senior Leaders and 3 Senior Support Staff.

There is a strong sense of support and community amongst the staff.

Staff are actively encouraged to inform the planning of future whole school priorities. In addition, staff make valuable and active contributions to several school-working groups.

All staff receive an annual appraisal with a mid-year review, alongside ongoing professional development. Career development is an expectation for all, and we provide support within school to help colleagues to develop. There are opportunities to lead whole school training sessions and to share expertise across and within departments.

We are very fortunate to be supported by a team of dedicated and high-quality support staff who support the school in a variety of ways. These include administration, finance, learning support, data and examinations and site.

Students and parents have high expectations of the staff as a result of their thirst for learning and ambition. This makes our focused learning environment a very rewarding one of which to become apart.

# Our Facilities

The school is steeped in traditions from over its 100-year history, but we are forward looking and aiming for continuous improvement. In the last ten years we have benefitted from over £14 million investment in our school. Work is now completed on a £3.4 million funded project. This included provision of four new science laboratories and refurbishment of two others, as well as an Activity Studio.



# Job Description – Cover Supervisor

**Reporting to: Operations Manager**

**Pay Scale: NJC Grade 5 (Point 12.0 – 16.0)**

## PURPOSE

- To supervise whole classes during the short-term absence of the class teacher under the guidance of teaching/senior staff, including implementing work programmes, managing pupil behaviour and assisting pupils in relevant activities in line with the school's policies and procedures. To respond to general questions and provide general feedback to teachers.

## RESPONSIBILITIES AND ACCOUNTABILITIES: SUPERVISORY

- In the absence of a teacher, to supervise students engaged in learning activities and to be solely responsible for a class of students during lesson time.
- To inform students of the work set ensuring that they are aware of the teacher's expectations, and to keep pupils on task whilst responding to general enquiries.
- To motivate students to complete activities set by the teacher and encourage students to interact and work co-operatively with others to ensure that students are engaged on the activities set.
- To assist students as appropriate to undertake the learning activities set. To be available for duties at lunchtime if necessary.
- To establish constructive relationships and communicate with other relevant professionals, in liaison with the teacher, to support students' learning and progress. To check the cover email account and prepare work as and when required for classes.

## BEHAVIOUR

- To manage the behaviour of students whilst they are undertaking learning activities in order to promote and maintain a calm, purposeful and constructive working environment.
- To act as a role model and to set high expectations of conduct and behaviour in line with the School's Behaviour Policy.

## RECORD KEEPING

- To provide objective and accurate feedback to the teacher concerning the conduct of the session and behaviour of students. To keep records as agreed with the teacher.
- To collect completed work after the lesson and return it to the teacher as appropriate.





# Job Description – Cover Supervisor

**Reporting to: Operations Manager**

**Pay Scale: NJC Grade 5 (Point 12.0 – 16.0)**

## WHOLE SCHOOL

Ensure that output and quality of work is of a high standard and complies with current standards.

To deal with any immediate problems or emergencies in accordance with the School's policies and procedures. To accompany teaching staff and students on educational visits and out of school activities if necessary.

To ensure the health, safety and welfare of students is maintained at all times. Take an active part in appraising their own work against agreed priorities and targets in accordance with the School's professional development and supervision arrangements.

## OTHER SPECIFIC DUTIES

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be 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 are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The school will endeavour to make any necessary reasonable adjustments to the post and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.
- This job description is current at the date shown but, following consultation, may be changed to reflect or anticipate changes in the post which are commensurate with the salary and job title.
- The above position requires the ability to use modern technology, in particular word processors and computers. The school uses the ARBOR system.
- The many and varied tasks involved in the administration of the School require a team effort with a flexible approach and a willingness to co-operate with other members of the staff.
- The Support Staff Team members have a key function of providing the interface between the School, the public and the parents. A high priority is to be given to standard of presentation of all written communications, booklets and information sheets. Similarly, there should be a high standard of courtesy and good manners in all dealings with visitors and enquiries to the school. Postholders must comply with the policies and procedures of Wolverhampton Girls' High School.





## Person Specification – Cover Supervisor Reporting to: Operations Manager

AREA	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS AND EXPERIENCE</b>	<ul style="list-style-type: none"><li>• NVQ Level 3 or equivalent.</li><li>• Professional development training relevant to this post. Knowledge of a range of strategies to promote good behaviour. Awareness and understanding of the school's policies and procedures. Awareness of policies and procedures relating to child protection; health, safety and security; confidentiality and data protection; equal opportunities; other relevant legislation.</li><li>• At least two years' experience of working effectively in a learning/ childcare environment with children/young people of a relevant age. Good organisational skills.</li><li>• Competent in the use of ICT</li></ul>	<ul style="list-style-type: none"><li>• HLTA or working towards this qualification.</li><li>• Appropriate First Aid training.</li><li>• Awareness of the statutory frameworks relevant to the role.</li><li>• Experience of working in a school environment.</li></ul>
<b>INTERPERSONAL SKILLS</b>	<ul style="list-style-type: none"><li>• Excellent numeracy and literacy skills.</li><li>• Able to communicate effectively both orally and in writing with staff, students, parents and outside agencies.</li><li>• Able to relate well to children and adults, demonstrating empathy and being able to listen and respond appropriately.</li><li>• Able to manage the behaviour of students to promote and maintain a calm working environment.</li></ul>	
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"><li>• Willing to seek and respond to advice and support when necessary.</li><li>• Sense of humour.</li><li>• Has energy and stamina.</li></ul>	



# Staff Wellbeing Charter

WGHS takes the wellbeing of all staff very seriously. The charter below takes into account all of the measures we have in place to assist staff to carry out their professional duties. The staff are very supportive of each other we ask all staff to be committed fully to the charter below through their actions.



No student or class data collected for data's sake



Staff marking expectations are minimum and workload regularly reviewed



Clear expectations around communication. There is no expectation to respond outside of the school day, although you can choose to do so



A flexible and generous discretionary leave policy. Teachers can leave from 3pm when they are free



Deadlines well publicised and annual calendar consultation



A flexible opt-in approach to directed time



Complimentary drinks in the staffroom at break time



Gym Pass scheme available to all staff



Opportunities for career development



Meetings have a clear purpose, agendas are issued one week in advance, and those leading meetings ensure they are kept on track and finish on time



Paycare health and wellbeing plan (including counselling service) available to all staff



The school will endeavour, wherever possible, to champion and enable flexible working



Calendared sanctuary weeks with no meetings/events



Coaching and shadowing opportunities



Complimentary Christmas dinner for all staff each year



Half-termly breakfast social for all staff



Your wellbeing matters.  
The school is committed to prioritising and promoting staff wellbeing.



Wellbeing is a shared responsibility.  
The school is committed to giving all staff the support they need to take responsibility for their own and other people's wellbeing.





## How to Apply

To apply for this post, please complete the application form and submit it with a supporting letter. In your letter you should state:

1. Your reasons for applying for the post
2. The experience you believe to have prepared you for the post
3. The skills and strengths you will bring to the school with reference to the person specification

Important - Please note that the application form must be completed in full and submitted for the attention of the Headteacher by post or to [recruitment@wghs.org.uk](mailto:recruitment@wghs.org.uk)

***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. The post is subject to satisfactory references which will be required prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications and verification of the Right to Work in the UK. Please note police checks will also be required for time spent working outside of the UK.***

