



**ST EDMUND'S
SCHOOL**
CANTERBURY

CANDIDATE PACK

COVER SUPERVISOR
PERMANENT, TERM-TIME ONLY
SEPTEMBER 2026



[STEDMUNDS.ORG.UK](https://stedmunds.org.uk)



THE SCHOOL

OVERVIEW

We are currently a 2–18 independent co-educational day and boarding school that fosters a family atmosphere, values the individual, and offers a wide range of opportunities to pupils, whatever their interests or strengths. Set in a historic location overlooking the City of Canterbury, the school benefits from a diverse community of day and boarding pupils who contribute to a rich and inclusive environment. Academic achievement is supported alongside strong co-curricular involvement, and pupils are respectful, inclusive, and collaborative—helping to create a happy and cohesive school community. The School is located at the top of St Thomas Hill and enjoys impressive views over the city. The Pre-Prep, Junior, and Senior Schools all share the same site.



OUR ETHOS

Our pupils benefit from a caring and supportive environment, high-calibre teaching and a holistic educational approach that seeks to develop creativity, leadership qualities and original thinking.

A broad academic curriculum and extraordinarily diverse co-curricular programme enable pupils to find their path and grow to 'be all they can be'.

Our small class sizes enable the personalisation of learning so that pupils receive the attention and academic challenge they need to succeed.

Every pupil here is known and understood

The fact that we educate children from the age of 2 to 18 underpins the strong family atmosphere and sense of community that pervade the school

St Edmund's is proud of its pupil-centred and ambitious academic ethos. We seek to foster original thinkers with the intellectual and personal skills to be leaders and decision makers in the future

Highly-qualified teachers mean that young people receive inspirational instruction, with vibrant debate and individual attention colouring every classroom

Pupils develop learning skills through project work and research opportunities such as the Extended Project Qualification and the Durrell Essay. We encourage cross-curricular work to promote original ideas and multi-dimensional thinking

Essentially, our pupils are encouraged throughout their time at St Edmund's to aim for and achieve the very highest academic standards of which they are capable.

DETAILS ABOUT THE POST

TITLE	Cover Supervisor
TYPE OF POST	Full time/Term-Time only (Permanent)
HOURS	37.5 hours per week
GRADE	Pay Range - £25373.87 - £26553.50 pro-rata (£19,323.18 - £20, 221.52) actual

POST & DEPARTMENT

ABOUT US	<p>St Edmund's School, Canterbury is a vibrant and forward-thinking independent school, committed to academic excellence, innovation and pupil wellbeing. We are proud of our rich heritage and dynamic curriculum, and we place great value on providing a supportive, engaging learning environment for our pupils.</p>
ROLE	<p>We are seeking to appoint a reliable, confident and proactive Cover Supervisor to support teaching and learning across the school. This is a key operational role within the school, contributing to the smooth running of the daily timetable and ensuring continuity of learning for pupils.</p> <p>The postholder will be responsible for supervising whole classes, delivering pre-prepared lesson materials, maintaining a purposeful learning environment, and managing classroom behaviour in line with school policies. They will work closely with teaching and pastoral staff to support pupil engagement, wellbeing and progress throughout the school day.</p> <p>As part of the wider school community, the Cover Supervisor will play an important role in safeguarding by promoting a safe, calm and respectful classroom environment, and by adhering to the school's safeguarding and child protection procedures at all times. This role is ideally suited to someone who enjoys working with young people and is considering a future career in education.</p>

THE ROLE

KEY RESPONSIBILITIES

Teaching and Learning Support

- Assume responsibility for the supervision of classes during teacher absences (both planned or emergency absence)
- Supervise students with pre-prepared work in accordance with the school's policy
- Prepare the classroom and resources for lessons, ensuring materials are available and cleared away at the end of lessons as appropriate
- In liaison with the appropriate Head of Department, use pre-prepared resources to plan for lessons in accordance with the period of absence
- Provide in-class support, as required, under the direction of the class teacher
- Develop curricular knowledge as required by the school
- Collect completed work after lessons and return it to the appropriate teacher
- Supervise students using ICT to undertake work.
- Assist students with their work by responding to questions, giving appropriate advice, managing resources and dealing with problems they encounter.
- Ensure that the school's policies and procedures are followed especially in dealing with matters concerning student welfare.
- Manage the distribution and collection of students' work and support materials.

Assessment and Feedback

- Mark elements of classwork and prep, if required by the Head of Department
- Administer class tests as directed
- Set prep previously prepared by the teacher / Head of Department
- Undertake observations of pupils and contribute to pupil records on ISAMs

Behaviour Management and Pastoral Support

- Support the pastoral needs of children
- Deal with any immediate problems or emergencies according to the school's policies and procedures
- Ensure that the lesson is conducted in a constructive environment through the appropriate management of student behaviour as is described in the Behaviour Policy.

THE ROLE

KEY RESPONSIBILITIES CONTINUED

Administrative and Organisational Duties

- Carry out registration duties for absent colleagues.
- Leave the classroom in good order at the end of each lesson
- Provide general administrative support as directed by the Director of Teaching and Learning
- Work with the examination coordinator and assistant coordinator in
- Carrying out the administrative tasks associated with all aspects of examinations.
- Assist in exam invigilation in accordance with school policy
- Contribute to display preparation as required

Professional Development and Collaboration

- Attend after-school meetings as required
- Attend school and department meetings to contribute to discussions about individual pupils
- Attend Parents' Evenings, as required, to contribute to discussions about individual pupils' progress
- Participate in the school's performance management system as an essential contribution to professional development
- Provide support for staff INSET
- Take part in training activities offered by the school to further knowledge and skills
- Work with a wide range of adults, including external agencies as required

Additional Responsibilities

- Offer a flexible approach to work areas and responsibilities
- Contribute to the whole school duty rotas
- Provide support for after-hours learning as required
- Supervise the work of Teaching Assistants when appropriate
- Always observe confidentiality appropriate to the post, working within school guidelines on Data Protection
- Be committed to the safeguarding and wellbeing of children and young people
- Carry out any other related tasks which may arise as a consequence of further developments or which may reasonably be regarded as within the nature of the duties and responsibilities of the post

PERSON SPECIFICATIONS

	ESSENTIAL	DESIRABLE
QUALIFICATION	<ul style="list-style-type: none"> GCSE English and Mathematics grade C/4 or above (or equivalent) plus A-levels or equivalent Level Three qualifications Commitment to attend appropriate training and development commensurate with the post 	<ul style="list-style-type: none"> Degree or Level Four qualification QTS and/or teaching experience
SKILLS & EXPERIENCE	<ul style="list-style-type: none"> Successful recent experience of working with children of relevant age (11-16) Experience of working with secondary age students Ability to lead a whole class in teaching/cover situations A sound understanding of child development Knowledge of child protection and safeguarding procedures Knowledge of procedures for supervising pre-prepared learning activities and providing feedback Knowledge and compliance with policies and procedures relevant to child protection and health and safety 	<ul style="list-style-type: none"> Experience of managing parental face-to-face communications Experience of making a contribution to children's learning Experience of supporting the pastoral needs of children
BEHAVIOURS	<ul style="list-style-type: none"> Strong oral and written communication skills Ability to relate well to children and adults Work constructively as part of a team, understanding classroom roles and responsibilities Flexible and able to adapt to change Calm and able to handle difficult situations with understanding Ability to work on own initiative Can inspire and motivate others Demonstrates honesty and integrity Develops and selects effective solutions to problems and proactively manages risk and change 	

CONDITIONS OF SERVICE

BENEFITS

Workplace Pension Scheme, Employee Assistance Programme including counselling services and financial/legal advice line, Salary Sacrifice schemes such as Cycle2work, subsidised gym membership, retail discounts and cashback scheme.

Fee remission is available to all members of staff subject to spaces being available at the discretion of the Governors and subject to change.

SAFER RECRUITMENT

St Edmund's School Canterbury is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

UK GDPR

Personal information provided by candidates will be kept on a secure file in the school and will not be released to third parties outside the school without the permission of the person concerned, except where there is a legal requirement so to do. Retention of personal information is acted on consent, which can be withdrawn by the individual at any time.

APPLICATIONS

The deadline for receipt of application **9.00am Wednesday 27th May 2026**. Applications should be emailed to recruitment@stedmunds.org.uk.

Applications must take the form of an application form and covering letter including the candidate's suitability for the post with reference to the person specification. The names and contact details (including email addresses) of two referees are required (one of whom must be your current or most recent employer and neither referee should be a relative or someone known to you solely as a friend).

ST EDMUND'S VALUES



We Value...

EACH OTHER

Recognise our responsibility to create a caring and supportive community

We Value...

INDIVIDUALITY

Recognise that everyone is different and has unique needs, strengths and aspirations



We Value...

EXCELLENCE

Commit to being the best we can be

We Value...

INTELLECTUAL CURIOSITY & CREATIVITY

Love learning & seek to foster creative, critical & lateral learning



We Value...

SOCIAL RESPONSIBILITY

Promote the idea that individuals must contribute to the greater good of society

