

THE HOLT SCHOOL

Holt Lane

Wokingham

RG41 1EE

Tel: 0118 978 0165

holtschool@holt.wokingham.sch.uk

www.holtschool.co.uk

Cover Supervisor

30 hours per week

Grade 4 Scale Point 7-11

(£14.14 - £15.07 per hour)

Actual salary £18,452 - £19,668 per annum

8.30am – 3.30pm Monday to Friday

Term Time Only

Start date: November 2026

Come and join our fabulous school, where students are engaged and eager to learn and our staff are passionate about inspiring them.

As a Cover Supervisor your role will be to deliver pre-planned lessons to allow teachers to attend training and CPD opportunities and cover any short term absences. Training will be provided.

The successful applicant will have good organisational skills, the ability to work as part of a team, able to use their initiative, and a good sense of humour. This post would offer a great opportunity for anyone thinking of going into teaching in the future or a gap year student.

The Holt is a popular and oversubscribed 11-16 girls and 16-18 co-ed comprehensive school, which converted to academy status in July 2011.

The school was judged 'outstanding' by Ofsted in March 2023; there are 1472 students on roll (277 in the Sixth Form).

For further information, please see the accompanying job description and person specification.

Please apply here: <https://mynewterm.com/jobs/136880/EDV-2026-HS-95474>

Please note that we are unable to accept CVs. Prospective applicants are welcome to telephone Katie Warner, HR manager for more information about this post.

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. All posts are subject to an enhanced Disclosure and Barring Service Check.

Closing Date: Midnight, Monday 2nd November 2026

THE HOLT SCHOOL JOB DESCRIPTION



Job Title:	Cover Supervisor	Name:	
Reports to:	Senior Cover Supervisor	Reviewed:	October 2026
Grade/Pay Scale:	4	Hours of work/FTE	30 hours per week term time only
Employment Status	Permanent		8.30 am to 3.30 pm

To be line managed by Co-Headteacher

To cover teaching staff absence

At The Holt School this will involve:

1. To work as part of a team of cover supervisors.
2. To undertake a supervisory role in designated lessons ensuring that students understand the task set and encouraging them to work to their capabilities.
3. To liaise in the classroom with LSAs as appropriate.
4. To promote positive behaviour in class in accordance with the school management policy.
5. To invigilate internal and external exams when required.
6. To support the Senior Cover Supervisor in their role when not covering and in the event of any unplanned absences.
7. To assist Reception/Reprographics when not covering lessons with: photocopying, typing, filing, data input, collation, displays, preparation for events and open evenings and any general administrative work.

This job description is not intended to be a comprehensive definition of the post and will additionally include any task which the Headteacher may reasonably require the post holder to complete as part of the role. It will be reviewed annually and may be subject to modification or amendment after consultation

Signed: Date:
Post Holder

Signed: Date:
Co-Headteacher

Person Specification: Cover Team	Essential	Desirable
Education		
GCSE Maths, English and Science	✓	
A Levels		✓
Degree		✓

Skills		
Patient Calm and able to work under pressure	✓	
Flexible and adaptable – be able to think on your feet	✓	
Excellent relationships with students and colleagues	✓	
Good communication – orally and written	✓	
Good IT skills (excel desirable but not essential)	✓	

Committed to:		
Inclusion and a positive “can do” approach	✓	
Flexible working practice, willing to go the “extra mile”	✓	
Promoting and safeguarding the welfare of students	✓	
CPSD (continuing professional self-development)		✓