



COVER SUPERVISOR

Issue Date: July 2026



Wellington School
Founded 1595

ABOUT WELLINGBOROUGH SCHOOL

Wellingborough School is a very special place. Our mission is to develop confident, rounded, and grounded young people, and the School has been doing that successfully throughout its extensive history.

Blessed with an enviable location, superb teaching and pastoral care, and a deeply embedded culture of kindness and ambition, Wellingborough delivers a first-class education within and beyond the classroom. Every day, our pupils demonstrate the qualities that we know will set them apart as the change-makers of the future – intellectual curiosity, courage, empathy, dedication, and humility, and all whilst retaining that most crucial element of a truly enriching education: a sense of fun.

At Wellingborough we value the individual, and recognise that each pupil has different needs, enthusiasms, and priorities. We are deeply committed to supporting our young people through the journey from young teenagers to young adults, and the process of growth and development that underpins their time at our school.

We are proud of our excellent results in public examinations, and in the success of our Sixth Form leavers in securing exciting and inspiring next steps including taking Oxbridge places, attending Russell Group institutions, or securing Degree Apprenticeships. Our value-added results provide strong evidence of the quality of Teaching and Learning across the School, and our pupils benefit from an increasingly diverse and innovative curriculum.

S a l u s i n A r d u i s





From Lent 2026 our pupils will begin enjoying Engineering, 3D Design, Computing, and Food Education lessons in our fantastic new teaching building, the second phase of which includes Sixth Form seminar spaces, a 250-seat lecture theatre and performance space, and new Health and Wellbeing facilities. This new building forms only one part of an ambitious 30-year site development plan, designed to ensure Wellingborough continues to offer first-class facilities for the pupils of the future.

Wellingborough has always been rightly proud of its excellent pastoral care, underpinned by our historic and much-loved Senior School Houses, superb Wellbeing team, and strong values lived out every day in school. Visitors often comment on the close-knit community feel of the School, and pupils feel known and valued as individuals.

In our most recent ISI inspection, our co-curricular provision was noted as being a significant strength of the school's provision, an accolade of which we are immensely proud. Pupils benefit from superb sporting and outdoor learning provision, and the standard of performing arts is remarkable. Developing character through engagement in the wider curriculum is central to everything we do at Wellingborough School.

Wellingborough is a school with a long and rich history, but it is also a school with a bright and exciting future. We look forward to welcoming a new member of staff into our community.

S a l u s i n A r d u i s

THE ROLE

Start Date: September 2026

Contract type: 1 Year Fixed-Term

Salary: £21,427 pa, including holiday entitlement

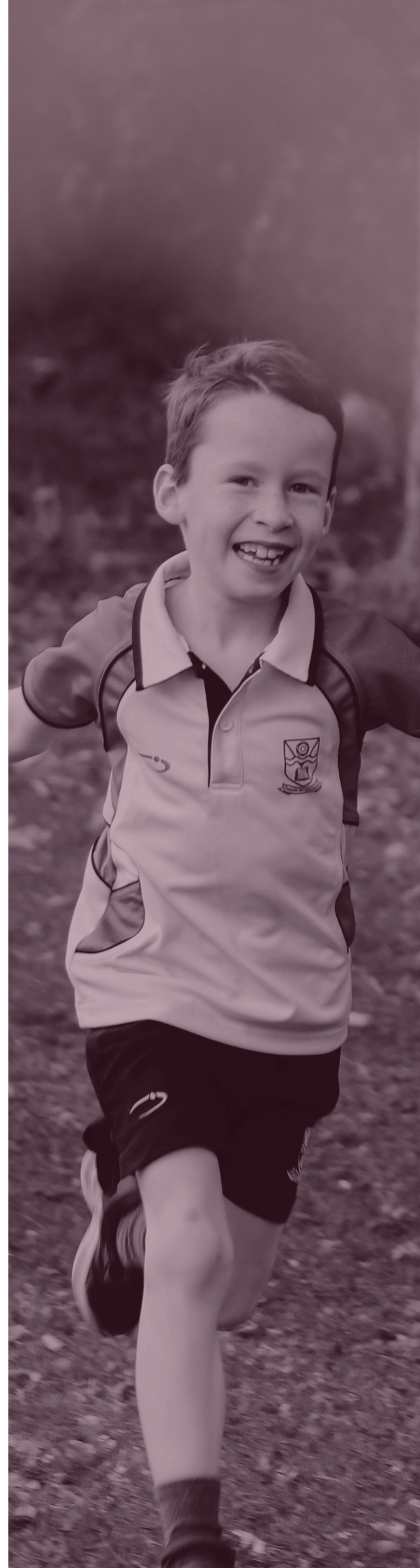
Hours: 37.5 h p/w, Monday to Friday from 8.30am to 4.30pm this includes 30 minute daily-unpaid lunch break.

The Post

The key function of the role is to cover lessons for teaching staff in their absence, and to contribute to the pastoral system as either a form tutor or covering for tutors. When not covering lessons the Cover Supervisor will be expected to engage in activities as detailed below.

Responsibilities when covering academic lessons:

- Supervise work that has been set in accordance with school policy.
- Liaise with teaching staff about work set for a class.
- Manage the behaviour of students to ensure a constructive environment whilst undertaking work.
- Respond to any questions from students about process and procedure.
- Deal with any immediate problems or emergencies in accordance with the school's policies and procedures.
- Collect any completed work and resources after the lesson and return them to the appropriate teacher or subject leader.
- Report back, as appropriate, using the school's agreed referral procedures, on the behaviour of students during the class, and any other issues arising.
- Student registration of a class.





When not covering lessons, the Cover Supervisor is expected to undertake other tasks including:

- Pastoral care of pupils including, if required, leading a tutor group, or covering registrations for tutors and supporting in houses.
- Supervising students in other timetabled activities beyond lessons – Private Study sessions in the Study Centre, House Supervision and/or Off Games.
- Invigilating internal and/or external examinations.
- Supervising students who have been isolated from their peers as a behaviour sanction.
- Taking part in whole school INSET activities to enhance job effectiveness.
- Accompany students on trips, visits and other educational activities.
- Undertake duties as part of the school's duty system (including break and lunch).
- Supporting the work of classroom teachers when not deployed directly covering a class.
- Supporting general school administration when demand for cover is low.

The post holder will be expected to undertake other tasks/duties as directed by the Headteacher that are commensurate with the responsibilities of a Cover Supervisor. This is a supervisory post rather than a teaching post and is open to applicants without a teaching qualification.



Benefits

Working at Wellingborough School is hugely rewarding, albeit demanding and busy! Wellingborough School is a nice place to work. The School community is welcoming; there is mutual respect between pupils and staff; parents are engaged and supportive. These are some of the cultural reasons to want to work at Wellingborough School, but there are a range of other benefits.

The School has recently reviewed its appraisal system so that all staff can benefit from professional development, both internal and external. Staff input into INSET is encouraged, and the School is a member of the East Midlands Group of independent schools, which provides opportunities for collaboration and discussion. All new staff profit from an induction programme that is tailored to their individual needs. There is free onsite car parking and use of the School's sports facilities. All staff have lunch and refreshments provided.

Northamptonshire and the surrounding area is a nice place to live, with a significant amount of countryside. Road links are excellent, enabling travel in all directions, and the area is served by two railway lines into London. St Pancras. .

REVISION OF JOB DESCRIPTION

There will be a periodic review to ensure that the principal duties have remained as stated above or that any changes have been made in agreement with the incumbent.

The duties of the post could vary from time to time as a result of new legislation, changes in technology or policy changes in which case appropriate training may be given to enable the post holder to undertake this new/varied work.

Benefits

- Generous pension scheme
- Free lunch available for all staff during term-time
- An employee wellbeing programme offering free and confidential support
- Free use of the School's fitness facilities, and subsidised use of our other facilities on an availability basis
- Free on-site parking
- Support for Government schemes (Cycle to Work etc)
- A warm and supportive working environment

SAFEGUARDING

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risk to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Person or to the Headmaster.



THE PERSON

Competence	Essential	Desirable
Skills and Experience		
Experience of working in a learning environment with children of a Senior School age (11-18)		Yes
Personal Qualities		
Polite, professional and an approachable manner	Yes	
Ability to work with flexibility and adaptability	Yes	
Calm yet effective and able to get things done	Yes	
Excellent time management skills	Yes	
Excellent interpersonal skills	Yes	

THE PROCESS

The deadline for applications is Monday 10th August, and should consist of a completed application form and covering letter. CVs are not required.

Applications by e-mail are welcome. Please send them for the attention of Lulu Corrigan, Head of HR to recruitment@wellingboroughschool.org

Interviews will take place 12TH August 2026

[www.wellingboroughschool.org/useful-information/employment-opportunities/
recruitment@wellingboroughschool.org](http://www.wellingboroughschool.org/useful-information/employment-opportunities/recruitment@wellingboroughschool.org)
01933 222427



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