

# Clitheroe Royal Grammar School

Founded in 1554



# Cover Supervisor



**CRGS**  
SIXTH FORM





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May 2026

Dear Applicant,

Thank you for your interest in the position of Cover Supervisor at our school. Within this information pack, you will find the Job Description and Person Specification. Additional documents including safeguarding documents and the school's ICT and Online Safety Policy are available via our website.

We are a school with a rich heritage and a forward-looking approach, committed to providing a welcoming, supportive and dynamic environment for both students and staff. As we continue to grow, we remain focused on preparing young people to thrive as global citizens through a contemporary curriculum and a holistic, nurturing education. We are fortunate to work with exceptional students who are enthusiastic and motivated.

We have two sites in Clitheroe, half a mile apart. Our York Street site is home to the thriving and vibrant Sixth Form with over 664 students on roll. Our Chatburn Road site is where our heavily over-subscribed Main School is located; we currently have 840 Main School students on roll, set to increase to 900 by September 2027 taking capacity to 1,613 students.

The school is a centre of excellence and one of the highest achieving schools in the country - we were judged 'Outstanding' by Ofsted in November 2022. Our school is renowned for high quality teaching and learning, outstanding pastoral care and extensive extra-curricular provision.

If, after reading the accompanying background information, you feel that this is the right role for you (and we hope that you will) please submit your application by email to Lynne Higginbottom (Bursar & CFOO) at [bursar@crqs.org.uk](mailto:bursar@crqs.org.uk). Your application should include a supporting letter outlining your particular strengths and how your skills and experience have prepared you for this position on no more than 2 sides of A4. Further information about the school can be found at [www.crqs.org.uk](http://www.crqs.org.uk).

Closing date: Sunday 31<sup>st</sup> May 2026 (12 noon), interviews are expected to take place on Thursday 4<sup>th</sup> June 2026.

We are committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undertake an enhanced DBS check. Please note that, in line with Keeping Children Safe in Education 2025, an online search will be carried out as part of our due diligence on shortlisted candidates.

Should you have any queries or wish to discuss the role further, please do not hesitate to contact [bursar@crqs.org.uk](mailto:bursar@crqs.org.uk). We look forward to receiving your application.

Best wishes

James Keulemans  
Headteacher





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We are seeking to appoint a term time only Cover Supervisor to join our outstanding 11-18 school. The Cover Supervisor is required to cover lessons for short-term teacher absence, which may involve working across both school sites, Main School and Sixth Form and assisting with extra-curricular activities.

As part of our steadfast commitment to educating young people, we place great emphasis on pastoral care and guidance. Our student support provision has evolved greatly in recent years and we are pleased to be building an even stronger team to support our students. Under the responsibility of the Senior Assistant Headteacher, the successful Cover Supervisor will assist in supporting our curriculum delivery, taking classes for short-term teacher absence and ensuring continuity of learning.

The student support team comprises of senior pastoral staff, Heads of Year, SENDCO, Student Support Managers, a Higher Level Teaching Assistant and Teaching Assistants working across both sites. The team is committed, enthusiastic and caring and we very much look forward to welcoming you in joining our team to support, develop and enhance our current provision for young people.

The successful candidate will require excellent communication skills, enthusiasm and an ability to act on your own initiative to develop positive relationships with students. They will also demonstrate confidence, strong organisational skills and will be able to manage deadlines effectively. During occasions when cover is not required there are a range of administrative duties which would also be performed by the Cover Supervisor. Experience in Microsoft Office 365 is essential and knowledge of Schools Information Management System (SIMS) would be an advantage although training will be given. As a school we have a strong commitment to professional development and the successful candidate will be well supported to enable them to fulfil their new role.

It may be that you are currently a teacher, teaching assistant or work in a related field with young people. Whatever your background, if you meet our essential criteria and you are keen to join our superb team, we would be delighted to hear from you. Application packs can be downloaded from our website: <http://www.crgs.org.uk/about-us/vacancies/> with completed application forms returned by email to: [bursar@crgs.org.uk](mailto:bursar@crgs.org.uk) accompanied by a supporting letter of no more than 2 sides of A4. In the letter you should indicate the reasons for your interest in the post, together with a brief outline of how your previous training and/or experience has prepared you for this position. Please note that whilst CVs can be submitted as additional information, they will not be accepted as an application on their own.

If you have any queries or would like an informal, confidential discussion, please do not hesitate to contact [bursar@crgs.org.uk](mailto:bursar@crgs.org.uk). If you apply and have not heard from us within 4 weeks, please assume that your application has been unsuccessful on this occasion. We look forward to hearing from you and thank you for your interest.

**The closing date for applications is 12 noon on Sunday 31<sup>st</sup> May 2026, interviews are expected to take place on Thursday 4<sup>th</sup> June 2026.**

We reserve the right to close this vacancy early should we receive a high volume of suitable applications. Therefore, we encourage interested candidates to submit their applications as soon as possible to avoid disappointment.



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## Job Description – Cover Supervisor

<b>Salary Range</b>	Grade 5 Point 6 (£25,989) to Point 11 (£28,142) p.a pro rata depending on experience (Pay award pending) Actual Salary £21,870 to £24,007 p.a. Term Time Only
<b>Hours of Work</b>	36.5 hours per week, term time only
<b>Location</b>	Chatburn Road / York Street
<b>Responsible to</b>	Senior Assistant Headteacher, Bursar & Assistant Business Manager

### Core Purpose of the Role

- Prepare and distribute the cover sheet before registration each day, liaising with the Senior Assistant Headteacher and where necessary, contacting supply teachers and external agencies.
- Provide cover for classes in the absence of the regular teacher, working with the relevant Departments to support student development, progress and attainment.

### Main Duties

- Maintain good order and keep students on task while they are undertaking work to ensure a calm and purposeful working and learning atmosphere.
- Issue students with the resources for their learning (provided by the teacher).
- Liaise with the Heads of Learning, Heads of Year, or Senior Assistant Headteacher over student queries or any problems.
- Organise room changes as required, including during exam periods and communicate these to relevant staff.
- Promote the inclusion and acceptance of all students, support for the individual, personal needs of students and encourage their social skills.
- Maintain good relationships with colleagues and work together as part of a team.
- Contribute to the overall ethos, work and aims of the school.

### Student Support

- Support students with specific needs in classes under the guidance of the teacher.
- Contribute to the safety and wellbeing of all students.
- Mentor students as part of the Clitheroe Royal Grammar School mentoring programme.
- Facilitate lunchtime revision and homework clubs.

### Other Duties

- Provide general administrative support within school, at either site, under the direction of the School Business Administrator, including:
  - filing correspondence
  - responding to correspondence
  - collating student reports
  - maintaining appropriate records or logs
- Undertake reception duties including answering the telephone, responding to standard queries and enquiries and dealing with visitors where appropriate.
- Provide administrative support to Departments including the Library (Learning Resource Centre) as required.

- To be trained as a First Aider and be willing to fulfil this role within school as part of a rota and on school visits.
- Any other reasonable duties as defined by the Senior Assistant Headteacher or Bursar.

### **Contribution to Whole School**

- Work within and promote all school policies and procedures.
- Have due regard for safeguarding and follow child protection procedures adopted by CRGS.
- Contribute to the provision of an effective environment for learning.
- Attend skill training and participate in personal/performance development as required.
- Take care for their own and other people's health and safety.
- Support the promotion of positive relationships with parents and outside agencies.
- Work positively and inclusively so that the school provides a workplace and delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disability.
- Uphold and promote the values and ethos of the school.
- Be aware of the responsibilities relating to the safeguarding and promoting of the welfare of children and young people.
- Be mindful of the confidential nature of issues arising within a school and maintain strict confidentiality at all times.

### **Conditions of Service**

- Conditions of service are in accordance with the National Joint Council conditions of service relating to Local Government staff.
- The post is for 36.5 hours a week term time only. The working hours for the post will be for the benefit of the school but are expected to be Monday to Friday 7:45am to 3:45pm (2:45pm finish on a Wednesday) with a 30 minute break for lunch.
- The post holder is an employee of Clitheroe Royal Grammar School and will be expected to work at either site.

**AGREED BY:** Lynne Higginbottom - Bursar

May 2026

The 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 successful applicant will be subject to an enhanced Disclosure and Barring Service check. Please note that, in line with Keeping Children Safe in Education 2025, an online search will be carried out as part of our due diligence on shortlisted candidates. We welcome applications regardless of age, gender, ethnicity or religion.

The above form sets out the area of work in which duties will generally be focused and gives an example of the type of duties that the postholder could be asked to carry out. Please note that this is for guidance only and is not intended to be prescriptive. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required, adapting to the changing needs of the school as necessary.

### **Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### **Health and Safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.



## Person Specification – Cover Supervisor

	Essential	Desirable	Method of Measuring
<b>Qualifications</b>			
5 GCSE Grade 5-9 or equivalent to include Maths and English	X		A, C
Educated to A Level or NVQ Level 3 Qualification (equivalent)		X	A, C
Excellent numeracy and literacy skills	X		A, C, I
<b>Experience</b>			
Able to demonstrate suitability for working with young people	X		A, I, R
Experience of working in a school environment		X	A, I,
Experience of providing effective administrative work	X		A, I,
Experience of delivering lessons to students		X	A, I,
<b>Knowledge/Skills/Abilities</b>			
Strong Behavioural Management Skills	X		A, I
Ability to prioritise own workload, work flexibly and at times under pressure, meeting deadlines to accommodate the changing needs of the school	X		A, I
Computer literate with good familiarity of Microsoft Office 365 applications	X		A, I
Experience of SIMS (School Information Management Software)		X	A, I
Effective written and verbal communication skills appropriate to a range of different situations	X		A, I
High degree of personal motivation, initiative, energy, creativity and drive	X		A, I
Knowledge of classroom roles and responsibilities		X	A, I
Knowledge of and commitment to comply with policies and legislation relating to child protection, health and safety, confidentiality and data protection	X		A, I
Ability to be flexible with a positive and enthusiastic approach to working with young people to support them and a desire to see them achieve the best outcome they can	X		A, I
Ability to build and maintain effective working relationships	X		A, I, R
Ability to maintain strict confidentiality of information received and processed with discretion	X		A, I

Other			
Accurate and well organised approach to work	X		A, I
A commitment to sustain regular attendance at work with a flexible approach to working hours	X		I
A commitment to continuing professional development	X		A, I
Willing to undergo first aid training and fulfil first aid duties	X		A, I
Full Driving Licence	X		A

**Note to Applicants:**

The Essential Criteria are the qualifications, experience, skills or knowledge you must show you have to be considered for the job. The Desirable Criteria are used to help decide between candidates who meet all the Essential Criteria.

The Evidence column shows how the school will obtain the necessary information about you. The evidence will be the Application form (A), Certificate (C), Interview and selection processes (I) and references (R). The essential criteria will be used for short listing and if all candidates meet the essential criteria then the desirable criteria will be used.