



KING EDWARD'S SCHOOL
BIRMINGHAM



KING EDWARD VI
HIGH SCHOOL FOR GIRLS

2 x Cover Supervisor

The schools are seeking two enthusiastic and organised Cover Supervisors to support the smooth running of the school day with the opportunity to support the co-curricular life of the school, for example, by accompanying school trips. The successful candidates will oversee class cover during staff absence, deliver work set by teachers or heads of department, and maintain a purposeful and safe learning environment. There will also be a requirement to provide cover in support departments, as directed.

Job Purpose

To supervise whole classes during the short-term absence of teachers, ensuring students remain engaged and behave in line with school expectations.

Salary: Grade 6: £31,186 - £32,414 (FTE)
Actual salary of £24,485 - £25,449

Hours: 37 hours per week: 8:15am – 4:15pm Monday to Thursday and 8:15am – 3:45 pm Friday

Type of position: Term time only - on campus.

Other benefits: Enrolment into a generous Defined Contribution pension scheme
60% off school fees at King Edward's School and King Edward VI High School for Girls (subject to admissions criteria)
Free on-site parking
Free lunches in term-time
Use of the onsite gym and swimming pool

Reporting to: KES – Assistant Head (Academic). KEHS – Assistant Head.

Key Responsibilities

- Provide invigilation of internal, external and public examinations, as required.
- Cover registration periods when the form tutor is absent, taking the register, accompanying the form group to Assemblies or House Meetings, or leading form time activities set by the Head of Year
- Ensuring the welfare, safety and protection of all pupils at all times, following school policies, identifying concerns promptly, and reporting them in accordance with statutory safeguarding procedures.
- Be a member of the duty cover rota providing cover as required.
- Supervise students in lessons where the teacher is absent.
- Deliver work set by the class teacher or subject lead.
- Ensure students remain on task and engaged with learning activities.
- Respond to general student queries about instructions (not direct teaching).



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- Maintain good order and manage behaviour in line with school policies.
- Promote positive values, attitudes and behaviour, addressing incidents promptly.
- Provide objective and accurate feedback to the teacher regarding lesson conduct.
- Comply with policies relating to child protection, equal opportunities, health and safety, confidentiality and data protection.
- Ensure individual needs of students are met in the classes covered and checking that their needs are being met (via IEPs)
- Report concerns in a timely manner via the appropriate channels (e.g. line manager, safeguarding team, head of year).
- Participate in training and professional development as required.
- Always maintain confidentiality.
- Support school events such as Open Days or school activities (TOIL or paid as appropriate).
- Undertake additional duties consistent with the role, skills and grade, as required by the Chief Master & Principal.



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Person Specification

Qualifications & Training	Essential	Desirable
Good standard of education, ideally including A-levels or equivalent.	Yes	
Graduate-level education especially for candidates interested in developing a teaching career.		Yes
Evidence of ongoing professional development.	Yes	
Safeguarding and child protection training (or willingness to undertake on appointment).	Yes	
Experience		
Experience of working with children in an educational setting.	Yes	
Experience of delivering instructions, or leading learning activities.	Yes	
Experience of supporting pupils with different learning needs, including SEND.		Yes
Knowledge & understanding		
Understanding of the role of a Cover Supervisor in maintaining continuity of learning during teacher absence.	Yes	
Strong knowledge of classroom behaviour management strategies.		Yes
Awareness of Safeguarding duties and the Keeping Children Safe in Education (KCSIE) statutory guidance.	Yes	
Basic understanding of how pupils learn and how to support them in completing set work.	Yes	
Skills & Abilities		
Ability to maintain an orderly classroom environment.	Yes	
Strong communication skills, both verbal and written.	Yes	
Confidence in delivering instructions and supporting pupils.	Yes	
Ability to establish positive, professional relationships with pupils while maintaining clear boundaries.	Yes	
Effective organisational and time-management skills.	Yes	
Competence in using ICT appropriate to the role.	Yes	
Personal Qualities		
A calm and approachable presence.	Yes	
High levels of integrity, discretion and professionalism.	Yes	
Resilience and the ability to remain composed in challenging situations.	Yes	
A genuine commitment to the academic development of pupils.	Yes	
Flexibility and willingness to support wider school life, including duties and occasional extracurricular assistance.	Yes	
Safeguarding & Pastoral		
Committed to safeguarding and promoting the welfare of children, acting at all times in line with school policy and statutory guidance.	Yes	
Able to identify safeguarding concerns, maintain accurate records, and report promptly to the Designated Safeguarding Lead.	Yes	



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How to apply

To apply for this role, please forward a completed application form and equal opportunities form (both available for download [here](#)) and a covering letter addressed to the Assistant Heads by email to: recruitment@keschools.org.uk
If you have any queries about the role or would like to discuss it in more detail, please contact Tom Burdett (Assistant Head, KES): T.Burdett@keschools.org.uk

The deadline for applications is 8 am on Friday 8th May 2026, however, applications will be reviewed on receipt and so early applications are encouraged. We reserve the right to bring forward the closing date and interview date if sufficient applications have been received.

Interviews will provisionally take place on Thursday, 21 May 2026. Start date September 2026.

King Edward's School and King Edward VI High School for Girls are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants invited to interview will be required to provide proof of identity, preferably a birth certificate, although where this is not available, we will accept other forms of ID. Online searches will also be carried out for all shortlisted candidates, as required by Keeping Children Safe in Education. Successful candidates will be required to undergo an enhanced DBS check and other pre-employment checks. A copy of the School's Recruitment, Selection and Disclosure Policy is available on the websites www.kes.org.uk or www.kehs.org.uk