Cover Supervisor

Worthing High School

Recruitment Pack

July 2026

SOUTH DOWNS EDUCATION TRUST

Welcome

Thank you for your interest in joining South Downs Education Trust. As a cross-phase multi-academy trust based in the heart of West Sussex, we are proud to offer a unique blend of pastoral care and high-quality, inclusive education.

We believe every child and young person reaches their full potential - regardless of their starting point. Our core values guide everything we do:

We are excited to welcome passionate and dedicated professionals who share our vision and values. Whether you are at the start of your career or looking for your next challenge, South Downs Education Trust offers a supportive, ambitious, and collaborative environment where you can truly thrive.

We look forward to the possibility of welcoming you to our team.

Warm regards

Pan Panayiotou

Chief Executive Officer South Downs Education Trust

About us

South Downs Education Trust (SDET) is a dynamic and growing Multi-Academy Trust (MAT) committed to delivering exceptional educational outcomes across our schools.

Currently comprising two schools, we have ambitious plans to expand by incorporating at least two additional schools in the near future. We are seeking a skilled and proactive People Manager to drive our people strategy and support our growth.

- **Community** – By working as one, we share expertise and achieve more for our schools.
- **Resilience** – We prioritise the wellbeing of students and staff, fostering a culture of care, balance, and strength.
- **Integrity** – We act with honesty and stay true to our values in all that we do.
- **Respect** – We celebrate individuality and encourage everyone to bring their unique strengths and perspectives.
- **Excellence** – We are committed to delivering the very highest standards in education.

Job description

Job title	**Cover Supervisor**
Salary	**Grade NJC GRADE 4/5 dependent on experience £25,583 to £26,824 (FTE)**
Location	**Actual salary: Pro rata for 15 hours per week £8,796 - £9,368**
Contract	Worthing High School Permanent - Part-time position - 15 hours per week - 39 weeks per year (Term time only plus INSET days)
Accountability	Reports to the Cover Manager

Role description

The main function of this post is to supervise classes for teachers who are absent. Other duties may include exam invigilation and administrative tasks, for example, assisting with displays. The successful applicant will be highly motivated, well organised and good interpersonal skills with adults and students and be confident in dealing with young people. Good time management and excellent organisational skills are required.

Qualifications and Experience

- Educated to GCSE Standard (A*-C) or equivalent, including English and Maths
- Good literacy and numeracy as well as a broad interest in the Secondary curriculum
- An interest in and an understanding of how young people learn
- Able to form positive relationships with school students while exercising authority in the classroom
- Sound judgement in the classroom
- An ability to understand broad issues in an educational context
- Good IT skills
- Classroom or school experience (desirable)

For an initial discussion or further information, please contact Elena Elsam, Director of People at eelsam@sdetrust.net

Key Responsibilities

- Supervision of classes in Years 7 – 11 in the planned absence of the class teacher
- Ensuring that the lesson objectives are met and that work set is completed
- Establishing and maintaining a constructive, purposeful and safe working atmosphere
- Promoting and reinforcing the school's values
- Undertake any other reasonable duties from time to time as may be directed by the Headteacher or Cover Manager.

Person Specification

Skills and abilities

- Good interpersonal and communication skills
- Proactive and helpful attitute towards staff, parents and students
- Self-motivated
- Reliable, punctual and commited to high standards to work

Personal Qualities

- Patience, empathy, and a nurturing approach.
- Resilience and the ability to stay calm under pressure.
- Positive attitude and willingness to contribute within a team
- Reliability, professionalism, and discretion.
- Commitment to equality, diversity, and inclusion.
- Enthusiasm for helping children succeed and grow.

Values and Professional Conduct

- Commitment to safeguarding and promoting the welfare of children.
- Alignment with the school's ethos and behaviour culture.
- Respect for confidentiality and professional boundaries.
- Willingness to engage in training and continuous development.
- Team-focused mindset and willingness to contribute to wider school life.
- An ability to understand and demonstrate commitment to the WHS Equality Policy and to ensure all activities are consistent with it
- Prepared to undertake training/development as required
- Show commitment to continuous personal learning and development which supports the delivery of outstanding service
- Worthing High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

What We Offer

- A collaborative and supportive working environment
- Opportunities for professional development and career advancement.
- The chance to make a lasting impact on the lives of staff and students.
- Competitive salary package and benefits aligned with sector standards.
- A DfE Behaviour Hib Lead School

Benefits

- A friendly and supportive environment.
- The opportunity to work with well-motivated students and supportive parents and staff.
- A location near the coast with good transport links.
- Free well-being and medical support cover.
- The opportunity to be part of the South Downs Education Trust MAT.

How to apply

If you feel you have the necessary skills for this position and would like further information, an application form and job description can be downloaded from the links provided on the school website at **https://www.worthinghigh.net/join-us/careers**

Completed application forms should be sent to Mr Alex Simpson, Headteacher at Worthing High School at vacancies@sdetrust.net

Closing date for applications is **Monday 13 July 2025 at 9am**, an early application is advised as we reserve the right to close the vacancy early if sufficient suitable applications are received. Interviews 16 July 2026.

NOTE FOR RECRUITMENT AGENCIES: We prefer to hire people directly but we do have a preferred supplier list for when we need a helping hand. We will be in touch if we need you.

Please note, because of the nature of this job, if you are successful in your application, you will be subject to an enhanced Disclosure and Barring Service with barred list check. This will be done by means of applying for a DBS certificate through the Disclosure and Barring Service. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent. Clearance will be obtained before employment commences. We will also complete media searches as part of due diligence and safeguarding checks in line with KCSIE guidance.

- South Downs Education Trust (SDET) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Worthing High School & Clapham and Patching C of E Primary school are part of SDET, which is an academy trust and a charitable company limited by guarantee and registered in England and Wales with company number 8276210. The Registered Office is at: South Farm Road, Worthing, West Sussex BN14 7AR
- We recognise continuous service from academy/non-academy schools