

Rutlish School



Cover Supervisor

Job Information Pack



RUTLISH SCHOOL

Watery Lane, Merton, London SW20 9AD

Telephone: 020 8542 1212

Headteacher: Ms Laura Howarth

Cover Supervisor

Scale: ME7 Point 12-15

Salary: £32,535 to £33,987 (Full-time salary)

Paid pro-rata based on 35 hours per week x 39 weeks per year

Contract: 12 Months Fixed Term

Proposed start date : ASAP

Rutlish School is seeking a committed and enthusiastic Cover Supervisor to join a highly successful team. This role involves providing purposeful classroom supervision to students aged 11–16, ensuring learning continues effectively when teachers are absent. Work will be set by the class teacher, and your role will be to deliver it confidently, manage the classroom environment and support students as needed.

This position is an excellent opportunity for individuals considering a future career in teaching. Previous experience working with students in the 11–16 age range is advantageous, but what matters most is your ability to build positive relationships, communicate effectively and contribute as a collaborative team member.

If you believe you can make a difference and help young people reach their full potential, we would be delighted to hear from you.

What We Offer - An Outstanding School Environment

- Be part of a highly successful and oversubscribed comprehensive school in the leafy suburbs of Wimbledon
- Ofsted (September 2024) rated Rutlish School “Outstanding” across all five areas
- Rutlish is consistently among the top-performing schools nationally

Excellent Location & Facilities

- Beautiful grounds in a conservation area near Wimbledon town centre
- Exceptional transport links: London Underground, British Rail, tram and bus routes
- Free on-site parking for staff

Valuable Employee Benefits - Working for Merton provides a generous set of benefits, including:

- Membership of the Local Government Pension Scheme
- Access to the Employee Assistance Programme for you and your family
- Discounted membership at Merton leisure centres
- Free membership to the Old Rutlishians Association
- Access to Merton’s cycle-to-work schemes
- Regular, high-quality professional development opportunities

How to Apply

A Job Information Pack and Application Form can be downloaded from our website: www.rutlish.merton.sch.uk the TES or eteach.

Please email completed applications to: jobs@rutlish.merton.sch.uk

Deadline: 9am on Monday, 1st March 2026

Please note: NO AGENCIES or CVs

Rutlish School is committed to safeguarding and promoting the welfare of children. All applicants will be required to undertake an enhanced DBS check. We fully support the London Borough of Merton's Equal Opportunities Policy.

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Job Description



Post: Cover Supervisor

Responsible to: The Person Responsible for Cover

Purpose of Job: To provide classroom cover for absent teaching staff

Duties:

- To provide classroom supervision of students whilst undertaking work set by a teacher
- To manage student behaviour in the classroom
- To ensure student health and safety in the classroom
- To support in lessons when not required to cover
- To provide support for students who are working remotely
- To assist in general administrative arrangements and tasks when not required to cover (including display)
- To invigilate examinations / tests when not required to cover
- To undertake morning duty e.g. gate or canteen duty
- To supervise after school activities as directed, including after school detention supervision and homework club supervision.
- To attend appropriate training as required
- To undertake any other duties commensurate with the post as may reasonably be required by the School
- To show a personal commitment to safeguarding and promoting the welfare of children and young people

Please note that the roles and responsibilities of this post are subject to change as the post and post holder develops.

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Person Specification



Post: Cover Supervisor

Responsible to: The Person Responsible for Cover

Purpose of Job: To provide classroom cover for absent teaching staff

Essential:

- Demonstrate a commitment to the philosophy that all students can learn and make progress
- The ability to relate to young people and an understanding of their problems
- The ability to reinforce positive behaviour for learning in a firm, but appropriate manner
- Have a cheerful disposition with a good sense of humour
- Be friendly and approachable with a caring personality
- Be sensitivity to student needs and concerns
- Be alert and have a sense of awareness to student issues and welfare concerns, and report these when necessary
- The ability to develop and maintain good relationships with students and staff, and to work effectively as a team member
- Be reliable, trustworthy and the willingness to get tasks done

Desirable:

- A flexible approach to work and the work environment

Candidates are asked to address all the person specifications in their letter of application, in sequence.