



**KING ETHELBERT  
SCHOOL**



**COVER SUPERVISOR  
(FULL TIME/PART TIME)  
START: OCTOBER 2025 OR ASAP**

Registered Office: King Ethelbert School, Canterbury Road, Birchington, Kent CT7 9BL  
**T: 01843 831999 | E: [mail@kingethelbert.kent.sch.uk](mailto:mail@kingethelbert.kent.sch.uk) | W: [www.kingethelbert.com](http://www.kingethelbert.com)**

Coastal Academies Trust: a company limited by guarantee Registered in England: Company Number: 07552665

**Job description - Cover supervisor (Full time/Part time)**  
**Salary: KES - Grade 6 (8.30 am to 3.30 pm, term time only) £25,646 per annum,pro rata**

**Line manager:**

Assistant Headteacher

**Core purpose:**

To support and deliver learning by undertaking supervision of whole classes as required during the short term absence of teachers.

**Main responsibilities:**

- To supervise the students using the cover work left, in accordance with the school policy.
- To assist in preparing the learning environment and the materials used therein.
- To assist with the management of student behaviour to ensure a constructive working environment.
- To respond to students about the work that has been set.
- To collect any work completed after the lesson and return it to an agreed person / place.
- To leave the room in good order at the end of the lesson.
- To supervise entry and departure of students in accordance with school policy.
- To record attendance at lessons in accordance with school policy.
- To collate a bank of supervision work in liaison with the relevant member of the teaching staff.
- To supervise pupils on visits, trips and out-of-school activities as required.
- To act as an examination invigilator, when required under the supervision of the examinations officer.
- To provide general clerical / administrative support for the school when not required elsewhere.
- To report back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class and any other issue arising.

**Professional values and practice:**

- To contribute to the overall ethos / work / aims of the school.
- To attend and participate in relevant meetings.
- To assist with the supervision of pupils out of lesson time including before and after school and at break times.
- To deal with any immediate problems or emergencies according to the school's policies and procedures.
- To undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities as may be required by the line manager or headteacher.
- To participate in training and other learning activities and an annual performance review as required.

**Safeguarding:**

- To follow school policies and procedures especially those relating to child protection and health and safety, reporting all concerns to the appropriate person.
- Help to create a school culture where students feel safe and that they can approach any member of staff with problems or concerns. Identify students who are at risk of harm, and know how to recognise the signs of abuse or neglect.
- All staff undertake regular safeguarding training and must be aware of the most up-to-date version of 'Keeping Children Safe in Education'.

King Ethelbert School is committed to safeguarding and promoting the welfare of children. The post is subject to safeguarding checks including an Enhanced Disclosure application to the Disclosure and Barring Service and in accordance with the requirements of Keeping Children Safe in Education (2024), King Ethelbert School will undertake an online search via social media platforms of publicly available information concerning all short-listed candidates.

**How to Apply:** Via the Kent Teach website, or the school website.

**Closing Date:** Please apply as soon as possible but not later than  
**9am on Friday 19<sup>th</sup> September 2025**

Dear Applicant

King Ethelbert is a mixed non-selective school of approximately 900 students. In the context of Thanet (Margate, Broadstairs and Ramsgate), it is one of the most popular non-selective schools each year, filled with first-choice students and long waiting lists for each year group. We have a wide range of abilities studying with us, including some students who have passed the Kent Test but want to be at their local school where they can be equally successful; such is our reputation. We were last visited by Ofsted in June 2024 and were again rated Good with the school receiving some extremely positive feedback. Particular strengths identified by Ofsted were; the positive relationships between staff and students, the school's high expectations for pupils' behaviour and the broad and ambitious curriculum delivered to all pupils.

The school's outcomes are strong consistently, but we are determined to ensure that we do not compromise the curriculum or breadth of educational experience that we offer, in order to achieve a positive Progress 8 score or increase Attainment 8. We want all of the students to be happy, confident and successful during their time here with us and use our ASPIRE values so that students know how to be successful in school.

King Ethelbert was one of the first state schools in the country to offer the International Baccalaureate Careers-Related Programme in the sixth form because it is the best post-16 educational offer in the world. We are a lead school for the IBCP and support many other schools in Kent, as well as welcoming visitors from across the world to see what the IBCP does for our students and how we can share good practice internationally as well as locally.

The commitment to work together lies at the heart of Coastal Academies Trust. The trust began as a federation between King Ethelbert and Dane Court Grammar School in 2009 and these two schools still share a governing body. Over the last few years we have been joined by Cliftonville Primary School, Hartsdown Academy, Royal Harbour Academy and Newington Primary School. As a trust our commitment to all schools is non-negotiable. All students who attend any one of our schools are valued and important and we have a collective responsibility to all. We are committed to making Thanet the centre of excellence for education. The trust is fully invested in the continuous professional development of all its staff. We deliver bespoke leadership training to complement the new, revised NPQ programmes and give hands-on, practical experience and training to our aspiring and existing leaders at all levels.

If King Ethelbert School and the Coastal Academies Trust sounds like the place you would like to work - and you have the ambition, commitment, and passion necessary, then apply.

Should you require any additional information please contact Laura Pease, PA to the Headteacher, via [personnel@kingethelbert.kent.sch.uk](mailto:personnel@kingethelbert.kent.sch.uk), or on 01843 831999.

More information about our school can be found by visiting [www.kingethelbert.com](http://www.kingethelbert.com).

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**Tom Sellen**  
**Headteacher**







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for  
prospectus**



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