



Hitchin Boys' School

Head Teacher: Mr T E Bennett BA (ED)
Grammar School Walk, Hitchin, Herts SG5 1JB



COVER SUPERVISOR

30 Hours per Week

Mon–Fri 8:30–3:30

38 weeks/year (term time only)

H6.3 (£29,572 FTE)

Actual salary: £20,050



Hitchin Boys' School (HBS) is a high achieving, all ability, single sex school with over 1,300 students on roll. In collaboration with our partner schools, we have a mixed sixth form. Our history stretches back nearly 400 years, but we embrace fresh thinking and a modern, vibrant curriculum. We have high expectations, excellent standards of behaviour and pride in our extra-curricular activities that lead to academically successful and well-rounded students, who are well equipped for life beyond school.

We are now seeking a Cover Supervisor to join our well-established and friendly Cover Team to supervise classes in the absence of a teacher. The role will involve the supervision of classes during periods of teaching staff absence to ensure that set work is completed to a high standard and behaviour is well managed in line with the school's behaviour policy.

When not covering for teaching staff, the post-holder is also expected to undertake other tasks under the direction of the Cover Manager and/or SLT.

No previous experience as a Cover Supervisor is necessary, as full on-the-job training will be provided but candidates will want to work with secondary age students to assist their learning, growth and development.

Key duties will include:

- To supervise work set by teaching staff.
- Liaison with appropriate staff regarding work set so that requirements are fully understood.
- To provide students with clear information and instructions relating to work they are to complete.
- To manage the behaviour of students whilst they are undertaking set work to ensure student safety and create an environment conducive to learning.
- To collect completed work after the lesson and pass it to the appropriate teacher when required.
- Where required to undertake a weekly morning break duty, supervising students in and around the school premises.
- Undertaking other administrative tasks in the event of no teacher cover being required.

Personal qualities and skills:

- a good general education, including qualifications in English and Mathematics (equiv.to GCSE Grade 5)
- previous experience of working with groups of secondary age children in a position of responsibility (desirable)
- strong interpersonal skills
- able to manage young people in a structured setting
- able to motivate, enthuse and inspire students
- able to use ICT
- able to communicate clearly, both orally and in writing
- able to work on their own initiative and be determined to succeed

What can HBS offer you?

- A school with great traditions, excellent reputation but with a modern outlook
- A dedicated, well qualified and experienced staff who share the goal enshrined in our school motto "Per Ardua Ad Alta" – Striving for Excellence
- A campus that combines state of the art facilities with historic Grade II listed buildings
- The opportunity to work in a secure, supportive environment
- Free 24/7 access to our Employee Assistance Programme
- Free use of the school gym
- Free parking on site
- As lead school for School Based Routes teacher training in North Herts, HBS also has a successful track record of recruiting graduates to work in the education system and then progress to become fully qualified teachers

Applications should be submitted via [My New Term](#)

Application deadline: 9:00am, Wednesday 9th July 2025*

Interviews: w/c 14th July

Previous applicants need not apply.

*Candidates are encouraged to submit their applications as soon as possible as we reserve the right to close this advert early if a suitable candidate is identified.

Please visit the school website <https://www.hbs.herts.sch.uk> for further information on our school.

HBS is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check will be carried out for all posts.

HBS welcomes applications from all applicants who meet the requirements for the position, however we are especially keen to receive applications from those in minority groups for which the school is currently underrepresented. We celebrate diversity and thrive on the benefits it brings.