



Support Staff Post

Cover Supervisor

Required from Autumn Term 2026

Permanent

Grade E £28,142 (actual salary £20,217), plus LGPS Pension

30 hours per week, 39 weeks per year

(Monday – Friday, 8.45am- 3:15pm, term time plus 1 week)

Plymouth CAST Multi-Academy Trust are looking to appoint 2 Cover Supervisors to join our Cover Team and work across both of our secondary schools in Plymouth, Notre Dame School and St Boniface's College. Our two secondary schools each single-sex and we have a mixed sixth form based at Notre Dame.

The post involves covering a range of different subject classes of absent teachers by implementing learning plans prepared by teachers, and ensuring an effective climate for learning. We adopt a positive relational approach to young people, encouraging them to be their best selves. Cover Supervisors will need to respond to questions about the work that has been set, and generally assist students to undertake set activities, whilst promoting and implementing the schools ethos and policies.

The successful candidate will need to demonstrate excellent communication, inter-personal and organisational skills, and be able to use their initiative to respond to classroom situations. Candidates should be able to demonstrate positive and effective behaviour management techniques, flexibility and an ability to work under pressure. This role requires the postholder to adapt to different demands at short notice, due to the nature of cover requirements for two busy schools. Previous experience within a classroom environment is required for this role.

A driving licence and/or ability to travel between the two schools is essential.

If you would like to work with us, and feel you have the qualities detailed in the job description, we look forward to receiving your application. If you would like more information about the role, please email Mrs Helen Laird; School Business Manager, at hr@ndonline.org

Applications should be submitted using the [TES website](#) by the closing date stated below.

We reserve the right to close the vacancy sooner than the published date should we receive a sufficient volume of quality applications.

Application deadline:

Midnight, Sunday 20th September 2026

Interviews:

September 2026

The school operates a Safeguarding Children Recruitment Policy and is committed to promoting the welfare of young people. The successful applicant will be required to undertake an Enhanced DBS disclosure.