

Hotham Primary School

Charlwood Road
London
SW15 1PN

Join Our Team

Cover Supervisor
Required from September 2026
Fixed-term (one year)
Full time



Welcome to Hotham

Thank you for your interest in the position of Cover Supervisor at Hotham Primary School.

Hotham is a confident and creative two-form entry community school in the heart of Putney. The words purpose and opportunity sit at the heart of our approach. We believe that children need to understand what they are learning, why they need to know it and to have the opportunity to apply their learning in meaningful ways. This also extends to our decision making as a staff team. Everything we choose to do must ensure maximum opportunity for all, have a positive impact on our children and help our school achieve its vision.

Hotham is a successful school. Children are given limitless opportunities to succeed and routinely achieve above national averages. Hotham was graded as 'outstanding' in all areas by Ofsted in February 2025. We value languages, with all pupils learning integrated French from nursery upwards.

We are looking for a Cover Supervisor to join our committed and enthusiastic staff team. As a Hotham staff member, you can expect regular and relevant professional development, opportunities to work across phases, be creative and risk taking in your teaching and work closely with colleagues in planning and training. You will be an integral part of moving the school forward, supported by an experienced and supportive leadership team. As a school, we never sit still and we always expect the best for our children and families.

As a school, we can offer you:

- A genuine commitment to staff wellbeing;
- Strong teaching and passionate practitioners;
- A unique curriculum which aims to reduce staff workload;
- Opportunities to share your passion, both through our curriculum and a large range of clubs;
- An open-minded and forward-thinking ethos;
- Supportive parents and an amazing PTA;
- Dedicated colleagues and a culture of mutual support;
- Opportunities for professional development and career progression;
- A large, diverse and well-equipped school site.

We are looking for someone who shares our values and is ready to take the next step in their career. Hotham is a wonderful school, and we think carefully about each recruitment decision we make. If this post sparks your curiosity, I would encourage you to get in touch. Practitioners with relevant experience and an enthusiasm for teaching and learning are welcome to apply.

Thank you for your interest in our school, and I look forward to meeting you soon.

Richard Byrne-Smith
Headteacher



Job Description

Cover Supervisor

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

Main purpose

The Cover Supervisor is responsible for taking the lead in the classroom during planned cover sessions and in the short-term absence of teachers, ensuring that pupils continue to learn and make progress in a safe and productive environment. This role requires the flexibility to work across any year group, from Nursery to Year 6, providing PPA cover and emergency cover as required. When not covering classes, the postholder will support in classrooms more generally, lead high-quality interventions and support pupils with Special Educational Needs and Disabilities (SEND).

Areas of Responsibility and Key Tasks

Teaching and learning

- Lead whole classes from Nursery to Year 6, as part of scheduled PPA cover or to cover short-term teacher absence
- Deliver pre-prepared lesson plans and learning activities, ensuring pupils stay on task and meet learning objectives.
- Adapt teaching strategies to meet the needs of all pupils, including those with SEND.
- Maintain good order and discipline by using effective behaviour management strategies in line with school policy.
- Provide feedback to the regular class teachers on pupil performance, progress, and any other issues
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Support teaching and learning alongside class teachers as required, either in a whole-class setting, with groups or individual pupils
- Undertake any other relevant teaching and learning duties given by the class teacher or line manager

Interventions and SEND support

- Lead and run targeted interventions for small groups to raise pupil attainment in specific areas
- Support individual pupils with SEND, ensuring they can access the curriculum and experience success
- Complete assessments for individual pupils and keep track of this data as required
- Promote independence and social inclusion for all pupils during both structured and unstructured times.

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- Support pupils on the playground during break and lunch times
- Support pupils who are unwell or injured, and provide first aid (after appropriate training)

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

The Cover Supervisor will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Cover Supervisor will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person Specification

Cover Supervisor

	Essential	Desirable
Qualifications		
GCSEs at grades 9 to 4 (A* to C) including English and Maths	✓	
Degree level qualification		✓
Excellent literacy and numeracy skills	✓	
Satisfactory DBS and safeguarding checks	✓	
Valid first aid certificate, or willingness to attend training on appointment	✓	
Experience		
Proven experience leading whole classes or large groups of children	✓	
Experience working as a Cover Supervisor or HLTA		✓
Experience working with or caring for children of an appropriate age	✓	
Experience of working successfully as part of a team	✓	
Experience delivering specific intervention programmes		✓
Professional Knowledge, Understanding and Skills		
Strong understanding of the National Curriculum	✓	
Able to manage classroom behaviour effectively and independently	✓	
Able to provide more general classroom support alongside a teacher	✓	
Understands the principles of assessment	✓	
Understands the principle of Equality of Opportunity	✓	
Understands and shows a commitment towards safeguarding, child protection and wellbeing	✓	
Specific Skills and Abilities		
Excellent literacy and numeracy skills	✓	
Strong general knowledge	✓	
Good ICT knowledge and skills and an ability to use technology to enhance the learning and teaching of all subjects	✓	
Basic knowledge of first aid		✓
Able to communicate effectively (both orally and in writing)	✓	
Demonstrates a willingness to share good practice across the school	✓	
Has a good working knowledge of the French language		✓
Personal Qualities		
Understands the school aims and values, and has a genuine desire to promote these	✓	
High expectations of themselves and the children they work with	✓	
Good interpersonal skills, with the ability to enthuse and motivate children	✓	
Able to establish and develop close relationships with parents, staff and the community	✓	
Exceptional flexibility and a proactive 'can-do' approach	✓	
Supportive team member who shows respect for their colleagues	✓	
Able to manage own workload effectively	✓	
Shows an openness and willingness to constantly improve, building upon feedback and demonstrating the drive to be an outstanding practitioner	✓	

How to Apply

For further information and to apply please download an application and details below or from the Wandsworth Council website, <https://jobs.richmondandwandsworth.gov.uk/>

Please return the completed application to the school either by email (preferred) to recruitment@hotham.wandsworth.sch.uk, or post

Closing date: Sunday 31st May 2026 (midnight)

Interviews: W/B 8th June 2026



Commitment to Safeguarding

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

This post is subject to a satisfactory DBS check and references.

CVs are not accepted.