

**Ealing Fields High School, Little Ealing Lane, Ealing W5 4EJ** is seeking to appoint

### **Cover Supervisor – English Specialism an advantage**

**Hours per week:** 35 hours per week and term-time-only

**Salary: Grade 5 – 6 commensurate with experience.** For example, the Grade 5 starting salary for term-time only for 35 hours per week is £29,659pa and at Grade 6, it is £33,336pa

**Closing date: Midnight, Thursday 18<sup>th</sup> June 2026**

**Interview date: Tuesday 23<sup>rd</sup> June 2026**

Ealing Fields is a small, academically ambitious school where every student is known by name. With just 165 students per year group, a brand-new building in Northfields, and a Progress 8 score of +1.34, we combine the feel of a close-knit community with outcomes that place us consistently in the top 1% of schools nationally for student progress.

The school requires a **Cover Supervisor** to cover lessons in the absence of teaching staff by managing a group of students within a classroom setting, delivering the lesson and supervising the work set by the teacher. It will also be necessary for the post holder to be able to manage the students' behaviour and provide feedback to the appropriate teacher.

The post-holder will also need to support a range of organisational, clerical and general tasks on behalf of the school, staff, students, parents and visitors. These responsibilities and tasks are shared with other members of the School Administration team.

The role is varied and busy, and the ability to work professionally under pressure to meet deadlines and operate flexibly within the changing needs of the school is essential. School experience is desirable but not essential however the new post-holder will be able to demonstrate successful work experience in a fast-paced office environment. Excellent communication and customer service skills are essential, as is enthusiasm, commitment and a willingness to play an active role in the life of the school. The new post-holder will be an experienced MS Office user – including Excel.

Standard working hours are 8.30am – 4pm (with a 30 minute lunch break), during term-time only. A specialism in English is preferred.

#### **We offer:**

- Exceptional professional development and career progression
- Positive working relationships at all levels
- A supportive Leadership Team
- A full-range of Trust services providing support and development

#### **The successful candidate will have:**

- Good ICT skills, including Word and Excel
- A specialism in English is preferred.
- Knowledge of safeguarding
- Experience of working within a school environment
- Enthusiasm for working with staff and students
- Commitment to equality and diversity
- Commitment to the school ethos

For more information about the school please visit the Twyford Trust and Ealing Fields websites. For more information about the role please see the Job Description on the Twyford Trust website at: <https://twyfordacademies.org.uk/job-vacancies>

### **How to apply**

Please visit the Vacancies page of the Twyford Trust website to download a Job Description and application form: <https://twyfordacademies.org.uk/job-vacancies>

Applications must be submitted to **HR/Recruitment** at Twyford School by the closing date and time above. They can be **emailed** to [recruitment@twyfordacademies.org.uk](mailto:recruitment@twyfordacademies.org.uk)

*The Twyford Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undergo the child protection screening appropriate to the post, including an enhanced disclosure from the DBS (Disclosure and Barring Service) and references from previous employers. For more information about the DBS please see <https://www.gov.uk/disclosure-barring-service-check>. The post-holder will also be expected to read and adhere to the Trust's Child Protection Policy, and any other Safeguarding documents stated within this.*