Crispin School

Aspiration - Compassion - Excellence

# Cover Assistant

**Permanent contract to start as soon as possible.**
**Grade 12, points 12-19, current starting salary £29,542 FTE per annum, actual starting salary £21,429 per annum (£15.31 per hour).**
**31.25 hours, 38 working weeks (term time plus 3 days, includes insets / training sessions).**
**08:15-15:10, less 40 minutes break. 6.25 hr/day, Monday to Friday.**

We want to hear from you if you have a passion for supporting young people and their learning within a forward thinking team that is part of a school with a strong sense of community and purpose. As Cover Assistant your role will be to support the cover process for the short and long term absence of teaching colleagues. You will be part of our Cover Team, lead by the Cover Manager and supported by the Assistant Headteacher (Curriculum).

**Candidates will need to demonstrate:**

- Strong organisational skills and the ability to work as part of a team.
- Ability to supervise the work of whole classes set by their subject teacher in accordance with school policies and assist students in achieving the learning objectives of the lesson.
- Manage the conduct of students to ensure a positive learning environment, including setting high expectations of conduct and behaviour.
- Carry out administrative tasks to support teachers in the delivery of high-quality teaching and learning

**We can offer you:**

- The benefit of working in an innovative and forward-thinking Trust.
- A chance to work within a school committed to every learner.
- The opportunity to work with our young learners.
- A commitment to offering excellent CPD opportunities.
- Staff benefits, including discounted gym membership and a cycle to work scheme.
- In addition to your contribution to the pension scheme, the school/employer contribute to the pension fund, currently 19.2%.
- A staff assistance programme with specialist provider, PAM Wellbeing, who provide a 24/7 free phone helpline, or face-to-face counselling for every employee in the Wessex family.

At the Wessex Learning Trust collaboration is key, we work together to share knowledge, grow and develop through professional learning communities.

To apply for this position, please complete a support staff application form (available on The Wessex Learning Trust website and E-Teach), together with a letter of application for the attention of Mr Lee Cornwall, Headteacher. Your letter should be no more than two pages, detailing your experience to date and why you are the best candidate for the position. Completed applications should be returned by email to School People & HR team, hr@crispinschool.co.uk **closing date: 6 December 2026, 23.59**

Early applications are encouraged; we reserve the right to close this advert prior to the closing date.
The Wessex Learning Trust is committed to safeguarding young people and promoting the welfare of children, and all staff appointed will undergo online checks and will be required to undertake an enhanced Disclosure and Barring Service Check. This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement of the role.


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**Headteacher:** Lee Cornwall