



# THE BISHOPS' BLUE COAT CHURCH OF ENGLAND HIGH SCHOOL

## SUPPLY TEACHER

MPS up to MPS 6

Hourly rate £26.02 - £35.85

We are seeking to appoint an enthusiastic, energetic and confident teacher to join our Supply Teacher Team. This is a fantastic role for a qualified teacher to work directly for Bishops' in an ad-hoc capacity. The successful candidate will teach classes in the absence of a teacher, and provide support with administrative work. Working days will be agreed mutually between yourself and the Cover Officer on a rolling basis.

The successful candidate(s) will be:

- A qualified teacher
- Flexible with good availability to work
- A good/outstanding practitioner
- Self-motivated, with energy and enthusiasm
- Able to follow colleague's planning, but also have the ability to plan and deliver lessons for a long-term cover.

The Bishops' Blue Coat CE High School is a high achieving and forward thinking school, which is oversubscribed and enjoys an excellent reputation. We are committed to ensuring excellent learning and teaching in a caring environment. You will find the school a rewarding and friendly place to work with good relationships between staff and students. We have a strong commitment to the professional development of all our staff.

If you are interested in this post then please complete a Teaching Staff application form, available from our website, and submit along with a letter of application by **9am, Monday 9<sup>th</sup> March 2026**.

Interviews scheduled for Thursday 12<sup>th</sup> March 2026.

Should you have any queries regarding the role please contact [vacancies@bishopschester.co.uk](mailto:vacancies@bishopschester.co.uk)  
[www.bishopschester.co.uk/careers-vacancies](http://www.bishopschester.co.uk/careers-vacancies)

Please note that we reserve the right to close this vacancy early should we receive a high number of applications from quality candidates, therefore we would advise that you submit your application to us at your earliest convenience.

The Bishops' Blue Coat CE High School is committed to all aspects of safeguarding, any offer of employment will be subject to satisfactory pre-employment checks.



## THE BISHOPS' BLUE COAT CHURCH OF ENGLAND HIGH SCHOOL

### Casual Supply Teacher

### Outline Job Description

**Hours of work:** Ad-hoc hours to be mutually agreed between the post holder and the Cover Officer.

**Salary:** MPS up to MPS 6. Hourly rate £26.02 - £35.85

**Main Job Purpose:** To work directly for Bishops' in an ad-hoc capacity, planning and delivering lessons in the absence of a teacher and providing support with administrative work.

**Management:** The postholder will be line managed by a member of senior staff. For personnel issues the manager will be the Deputy Headteacher. The postholder will not have responsibility for managing other staff.

**Contacts:** Students, Parents/Carers, Teachers, and Support staff.

**Safeguarding Young People:** All applicants should be aware that the school operates a rigorous policy for safeguarding children and young people. All applicants for posts at the school will be required to undergo an Enhanced Disclosure and Barring Service (DBS) check, and at interview they will be questioned about issues relating to ensuring young people's safety.

#### Principal Responsibilities:

1. Using acquired skills, support and deliver learning activities provided by teaching staff in a manner that facilitates effective teaching and learning. In the case of a covering a long-term absence, the post-holder will be required to plan and deliver lessons, ideally this will be in their subject area.
2. Supervise the activities of individuals or groups of students both in and out of the classroom (including educational visits) to ensure their safety and facilitate their physical and emotional development in accordance with the school's behaviour management policy.
3. Record student information as specified by the teaching staff/line manager to ensure the schools information systems are maintained.
4. Attend to and/or supervise attendance to the personal and physical needs of students so that their wellbeing is maintained.
5. Maintain learning resources and ensure that the classroom is kept tidy so that the needs of the lesson plans are met in a safe learning environment, which complies with relevant health and safety requirements.
6. Display and present the students' work, under the direction of teaching staff so that it enhances the classroom environment and celebrates achievement.
7. Attend staff and other meetings and participate in staff training development work and staff reviews as required.

8. Invigilate tests and examinations when required.
9. Act in the capacity of 'a responsible adult' and accompany educational field trips and visits.
10. Carry out break time and lunchtime supervisory duties on a rotational basis.
11. Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.

**The Role:**

The role of Supply Teacher is a further development in our ambition to build an even stronger educational support team. The main role for the Supply Teacher is in classrooms teaching students and covering for their usual teacher when they are absent for either short-term or long-term. The term 'cover' refers to any occasion where the teacher normally responsible for teaching a particular class is absent during the time they have been timetabled to teach. The purpose of the role of the Supply Teacher is to ensure that students can continue their learning in the absence of their subject teacher.

The successful applicant will receive induction and orientation training and ongoing support from a senior member of staff.

The need for a Supply Teacher cannot easily be predicted. This post is designed to be flexible.