



St Leonards
St Andrews

COVER SUPERVISOR (Casual)



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DISCOVER ST LEONARDS

St Leonards has been at the forefront of education since its foundation in 1877. It is a traditional school, yet forward-thinking and ever progressive in its outlook, offering a truly inspirational global learning environment for pupils aged five to 18.

St Leonards is an HMC and IB World School situated in the heart of the vibrant, historic and cosmopolitan university town of St Andrews, the 'Home of Golf'. The School is fully co-educational with 600 pupils from Year 1 to Year 13, over 150 of whom are boarders, with boarding available from age ten. The Junior School accounts for 135 of the pupils of St Leonards, with plans to continue to grow our Junior boarding offering.

With 34 nationalities in the pupil body, it is a school with a truly global outlook. The school's motto is *Ad Vitam* ('for life'), and the approach to learning of the International Baccalaureate permeates all areas of school life, within and beyond the classroom. The IB ethos is central to all that we do in our school community, to our present day and to our future.

St Leonards offers an exceptional range of enriching academic, sporting, musical and creative opportunities, and was named 'Scotland's Independent School of the Year' by the Sunday Times for 2019, in recognition of its complete commitment to offering a first-class education.

Since then, St Leonards has been named winner of the BSA Boarding Research (Boarding & Wellbeing) Award 2022, and most recently was named Scottish Independent school of the Year for Academic performance 2024 (A Level/IB)

The average IB Diploma points score in 2023 was 35, with over 85% of all Higher Level (HL) scores graded at 7/6/5 (equivalent to A*/A/B at A level).

The School has recently undergone a multi-million refurbishment programme of the boarding houses; a sector-leading golf programme is well established; the record school roll continues to grow; academic achievement is strong; public recognition of St Leonards is incredibly positive; the highest standards of pastoral care are provided by experienced and committed staff, and outstanding teachers are attracted to work in and become part of the inclusive and diverse St Leonards community.

One hour from Edinburgh Airport and approximately a one-hour flight from London, our enviable Scottish location is accessible, with beautiful beaches, historic landmarks and rolling countryside on our doorstep.

The town is very much seen as an extension of the School campus and St Leonards' close collaboration with the University of St Andrews, recently voted the top university in the UK for a second year running, is yet another opportunity. It truly is a special place to live and to work, offering an outstanding quality of life in the most scenic of surroundings.

As we move towards our 150th anniversary, the School is at an exciting stage of its development. At St Leonards, we aspire to attract and retain the best staff, who embody the IB Learner Profile attributes and strive to deliver a holistic education that effectively prepares pupils for the future, fostering in them a love of learning that they take with them through life, *Ad Vitam*.



Cover Supervisor

Responsible to:	Senior Management Team
Responsible for:	N/A
Salary:	£14.77 per hour
Hours of work:	Casual Basis, As Required. Term-Time Only.

Job Overview

The Cover Supervisor (Ad Hoc) plays a vital role in maintaining the continuity of pupils' learning and upholding academic and behavioural standards during the short-term absence of teaching staff

Working on an ad-hoc basis, the post holder will supervise whole classes in a centralised space, ensure pre-set work is completed, maintain a purposeful, safe, and respectful classroom environment, and manage pupil behaviour in line with St Leonards School policies and the IB Learner Profile.

Boarding at St Leonards

St Leonards has three boarding houses, each with their own strong identity and spirit.

St Rule is a co-educational house for younger pupils aged between 10 and 13/14 (i.e. Year 5/6 to Year 11/Pre-IB). Ollerenshaw is a boys' house for pupils aged between 14 and 18 (Years 11/Pre-IB to 13); Bishopshall is the equivalent girls' house for pupils aged between 14 and 18 (Years 11/Pre-IB to 13).

Following the refurbishment of the boarding houses, there has been an increase in overall capacity and the intention is to increase the number of boarders from 120-130 to 150.

Strategic Focus 2023 - 2027

St Leonards has been at the forefront of pioneering education since it was founded in 1877. As we look forward to celebrating our 150th anniversary in 2027, we remain focused on our fundamental purpose: to educate young people for life.

This is Our Strategic Focus for St Leonards, for 2023-2027, which outlines our purpose, our vision, our mission, our learner values and our areas of focus between now and the School's anniversary year.

JOB DESCRIPTION

Main Areas of Responsibility:

1. Classroom Supervision and Learning Support

- Supervise pupils in the centralised cover space in the absence of the regular subject teacher, ensuring they remain on task and engaged in learning.
- Deliver and explain pre-set work prepared by the subject teacher or Head of Department, providing guidance and clarification where appropriate.
- Collect completed classwork if appropriate at the end of the lesson and return it to the appropriate department or teacher.
- Ensure that learning resources, equipment, and ICT devices are distributed, properly used, and safely collected.
- Assist pupils with understanding instructions without replacing the specialist teaching input.

2. Classroom and Behaviour Management

- Maintain a safe, orderly, and purposeful learning environment in accordance with the St Leonards Code of Conduct for Staff and Volunteers.
- Enforce high standards of pupil behaviour, attendance, and punctuality, addressing minor disruptions promptly and constructively.
- Apply the School's rewards and sanctions policies consistently and report significant behavioural concerns or achievements to the relevant Head of Year
- Promote positive relationships with pupils based on mutual respect, fairness, and encouragement.

3. Health, Safety, and Safeguarding

- Act in full accordance with St Leonards Child Protection and Safeguarding policies, ensuring the safety, health, and wellbeing of pupils at all times.
- Promptly report any child protection or wellbeing concerns to the Designated Safeguarding Lead (DSL) or Deputy Child Protection Co-ordinator.
- Maintain situational awareness within the classroom and ensure compliance with School health and safety regulations.

4. General and Operational Responsibilities

- Register pupil attendance accurately at the start of each cover lesson using the School's administrative management system.
- Liaise effectively with the School Office regarding daily duty allocations, timetable adjustments, and availability.
- Uphold the ethos, values, and reputation of St Leonards School at all times.
- Undertake any other ad-hoc supervisory or administrative duties reasonable for the role as requested by senior leadership

This is not intended to be an exhaustive list of responsibilities and duties.

It is expected that the post holder will participate in other reasonable activities which may be required to meet the needs of the School or for better fulfillment of the role.

PERSON SPECIFICATION

Education, Training and Qualifications

Essential

- Educated to Higher / A-Level standard or equivalent.
- Strong literacy and numeracy skills.

Desirable

- Degree qualification or equivalent higher education diploma.
- First Aid qualification

Experience

Essential

- Experience working with children or young people in an educational, youth work, or supervisory capacity.

Desirable

- Experience working within a secondary school or independent school setting.
- Familiarity with the International Baccalaureate (IB) framework (MYP / DP).

Skills

Essential

- Strong classroom presence and effective behaviour management skills.
- Excellent communication, interpersonal, and organisational skills.
- Ability to adapt quickly to diverse subject areas and year groups.
- Competence in basic ICT tools and administrative software

Desirable

- Knowledge of educational technology and classroom audio-visual equipment.

Interpersonal Skills

Essential

- Reliability, flexibility, and punctuality for ad-hoc call-outs.
- Professionalism, tact, and discretion.
- Commitment to safeguarding, pupil welfare, and equal opportunities.

Desirable

- Enthusiasm for participating in wider school activities.

APPLICATION PROCESS

St Leonards is committed to creating a diverse and inclusive culture, where all members of the community - colleagues, pupils and families - are seen and valued. This culture ensures that St Leonards delivers an outstanding global education in a multi-cultural living, learning and working environment.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to a Criminal Record Check, PVG (Disclosure Scotland) membership and two satisfactory references, one of which must be the current employer.

Applications should be made via St Leonards [Teacheroo portal](#).

We reserve the right to close the vacancy earlier.

Closing time and date for applications is 12 noon on Tuesday 20th October 2026.

Any questions may be directed to recruitment@stleonards-fife.org in the first instance. We hold the right to close .





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St Leonards School St Andrews, Fife, Scotland KY16 9QJ
Tel : 01334 472126 | registrar@stleonards-fife.org | stleonards-fife.org