



Inspire Education Trust

Together we achieve, individually we grow

RECRUITMENT PACK

Senior Cover Supervisor





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WELCOME FROM OUR CEO



It is my pleasure to welcome you to Inspire Education Trust.

At Inspire Education Trust we are passionate about making a difference to the lives of our pupils. They are at the heart of everything we do, and we strive to inspire all learners, and want all our schools to be the best they can be and for each and every child, to discover the skills, abilities, talents and interests that lie within them.

We believe in working in partnership, enabling us to ensure all children and pupils achieve their full potential. Our schools know the impact that working collaboratively can bring.

Our schools have a desire to question, change and innovate to ensure that what they provide enables our children to become successful learners, confident individuals and responsible citizens.

At the same time, we recognise the importance for each school to retain and promote their individual identity. Every school has its own context and challenges. This is why we encourage our member schools to lead and manage in a way that preserves that individual identity and responds to the specific needs of their children and community.

The combination of autonomy and collaboration across key areas of leadership and management, underpinned by shared values and best practice is what makes our schools special.

Lois Whitehouse – CEO

Deputy CEO



We put the quality of education at the core of our vision. Our school improvement strategies provide an excellent framework to deliver a truly broad, balanced and inclusive curriculum with an emphasis on co-curricular activities such as Arts, Music and Sports from age 2 to 18. We believe that every child is a powerful learner.

We are a progressive Trust with an excellent track record of Primary school improvement across our portfolio of 8 schools, 7 of which are Primary schools.

We have strong models of Primary school improvement alongside high-quality implementation and delivery. We have proven able to deliver high standards of education, systematically, through excellent improvement practice that incorporates knowledge building, evidence-informed professional development, and the creation of communities of improvement.



As a successful Trust we deploy the expertise of specialist primary teachers and leaders across our schools to ensure maximum impact.

The goal is for every member of staff, in every classroom to be as **good as they can be** in what they teach (the curriculum) and how they teach (pedagogy), e.g., paired planning time with subject/ teaching expert to develop teacher confidence and pedagogy.

Coaching conversations with teachers/ leaders so that developments come directly from them to motivate and signpost independent improvements through self-study documents such as WALKTHRUS and external courses. This will allow capacity to be enhanced so that teachers can then improve each other and hone/ innovate practice. Once practice is embedded and impactful, we would look to develop leaders of these areas externally to innovate and lead future practice in their school and more widely across the Trust.

We are constantly refining the way we support, challenge, and improve our schools. At the heart of our approach is first-class teaching.

Rob Darling – Deputy CEO



ABOUT THE ROLE

Post Title	Senior Cover Supervisor
Salary Range	Grade 5 point 12 – 23 £25,338- £30,509 pro rata, (FTE£28,598 - £34,434)
Reporting to	Headteacher
Status	37 hours per week, Fixed Term, TTO plus 1 week
Flexibility	Flexible hours available

Job Purpose

Working as a Senior Cover Supervisor, the post holder will lead planned learning with individuals/groups and classes of pupils in a teacher's absence and to manage, organise and prepare resources for planned learning under the direction and supervision of teaching/senior staff.

Main Duties and Responsibilities

Specific responsibilities include but not limited to:

- Undertake appropriate preparation of lessons for individuals, groups and whole classes.
- Lead and supervise agreed learning of individuals, groups and whole classes of pupils as required.
- Assess the development, progress and attainment of pupils in planned learning sessions.
- Report on the development, progress and attainment of pupils to the responsible teacher as appropriate.

Support for pupils

- Adjust learning for individuals, groups, or whole classes.
- Build productive relationships with pupils, providing feedback and setting high expectations.
- Promote inclusion and acceptance of all pupils.
- Consistently support pupils, recognizing and responding to their needs.
- Encourage cooperative interaction and engagement in activities.
- Promote positive behaviour, handle conflicts promptly, and encourage self-responsibility.
- Foster pupil independence in learning, social, and mobility skills.
- Ensure safe use of equipment and materials.



Support for Teachers

- Monitor and evaluate pupils' responses to learning activities.
- Mark pupils' work, record achievements, and assess tests.
- Follow the school's marking and feedback policy.
- Supervise and discipline pupils, providing feedback.
- Contribute to a stimulating learning environment.
- Liaise with professional staff and parents/carers, contributing to meetings.
- Communicate with other agencies/professionals to support pupil progress.

Support for the school

- Comply with policies and procedures.
- Contribute to the school's ethos, aims, and vision.
- Communicate with other agencies/professionals to support pupil progress.
- Attend and participate in meetings and training.
- Supervise pupils during out-of-school activities.
- Use personal strengths to advise and support others.
- Assist with general care and welfare of pupils, including hygiene routines, first aid, and administering medicines.
- Support the overall ethos and aims of the school and Trust.
- Supervise pupils outside lesson times and during activities.
- Participate in personal and professional development activities.
- Assist in the supervision and training of volunteers, students, or other staff.

Safeguarding and Child Protection

- Knows what to do if they have concerns about a child
- Takes on the responsibility for providing a safe environment and promoting children's welfare
- Undertakes regular safeguarding and child protection training
- Familiarises themselves with *Keeping Children Safe in Education part 1* (KCSIE) and local policies and procedures as directed by the trust/academy

Other

- *Carries out any other duties as directed by the finance and compliance manager that are within the scope, purpose and spirit of the role*
- Attends regular continuing professional development (CPD) as required by the school, and other optional relevant CPD to develop good practice
- Proactively takes steps to ensure their mental health and wellbeing is protected, seeking further support if appropriate



PERSON SPECIFICATION – Senior Cover Supervisor

		Essential	Desirable
Education and Qualifications	Qualified at Level 3 or above in teaching and learning or a similar subject	✓	
	Qualified at Level 5 or above in teaching and learning or a similar subject		✓
	Good knowledge and skills in the use of ICT/Technology	✓	
	Educated to at least Level 2 (e.g. GCSE C/4 or above) including in English and mathematics	✓	
Experience	Working with young people on a voluntary or paid basis in a professional capacity	✓	
	Previous experience of working in a classroom support role – e.g. Class Teacher, Cover Supervisor or Classroom Teaching Assistant		✓
Skills and Knowledge	Effective oral and written communication.	✓	
	An ability to work creatively as an individual and as part of a team	✓	
	Attention to detail/ability to enter data accurately	✓	
	A "team player"	✓	
	Ability to work unaided	✓	
	Discrete and experience of handling confidential data	✓	
Personal Qualities	Ability to handle pressure and prioritize workload.	✓	
	Dedicated to our vision that all children are entitled to a first-class education	✓	
	Possesses a genuine belief that all children are equal and celebrates the diversity in our school communities	✓	
	Self-motivated and able to work on own initiative without supervision	✓	
	Works with honesty and integrity	✓	
	Emotional resilience in working with challenging behaviour	✓	
	Recognises the importance of protecting their own personal wellbeing	✓	
	Committed to making children feel happy, safe and secure	✓	



Safeguarding and Child Protection	Understands their role in safeguarding and protecting children or a keen willingness to learn this	✓	
	Develops appropriate professional boundaries with children. Knows not to build friendships	✓	
	Awareness of the key safeguarding processes in schools or willingness to understand these	✓	
	In-depth understanding of the requirements of Keeping Children Safe in Education		✓
	A realistic appreciation of the challenges involved in working with children		✓
	Committed to improving safeguarding processes and practices. Sees it as part of their job		✓
Professional Development	Willing to participate in further appropriate professional development	✓	
	Positive approach to own continuous personal professional development and training		✓

CORE COMPETENCIES
Clear understanding and commitment to safeguard and protect children
Adopts an inclusive approach respecting diversity in all forms
Conscientiously adheres to school / trust policies and procedures and works ethically
Works in a way, which abides to the school and trust values
Embraces our mission "Together we achieve, individually we grow." encouraging our pupils to be the best they can be



MAKING AN APPLICATION

Applications for this post will only be accepted using the electronic application form on the My New Term site using the URL: <https://www.ietrust.org/vacancies/>

The closing date for applications is Friday 20th February 2026

Interested candidates are encouraged to contact Catherine Alexander-Gamble.

Applicants are advised to contact catherine.alexander-gamble@ietrust.org HR & Payroll Coordinator if they wish to organise a visit to the schools.

Shortlisted candidates will need to be available for interview week commencing Monday 23rd March 2026

If you have any questions relating to the application process, see the FAQ's page and if you still have a question - please do let us know by contacting Catherine Alexander-Gamble – HR & Payroll Coordinator Catherine.alexander@ietrust.org

We look forward to hearing from you.





RECRUITMENT PRIVACY NOTICE INSPIRE EDUCATION TRUST



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Who is collecting your data?

Inspire Education Trust is a data controller for the purposes of the General Data Protection Regulation and domestic legislation. The personal data that you provide will be used in connection with your application for vacancies at the Trust. If we make an offer of employment, the Trust will provide a fully informed privacy notice to employees.

Why are we collecting your data?

- So we can process your application to the next stage
- Check and verify your identity
- Ensure your suitability for the position advertised including contacting references from your noted referees, provided you have confirmed their consent to be contacted for this purpose
- For research, analysis and statistical purposes
- Meet our statutory obligations under the Equality Act 2010

What is being collected?

The information you provide us within submitted forms is collected to enable us to consider your suitability for the vacancy. This includes:

- Name and contacts details (phone number, email and address).
- Previous work history and experience
- Education, training and qualifications
- Referee contact details

We also process special category data such as:

- Religion
- Ethnicity
- Disability Issues

We ensure we keep our records up to date by logging these on the TES platform in which you made your application. If you are successful in your application, we will provide you with further details about how we will process your personal data.

Do we share your data?

Information on application forms and notes made during the interview process are not shared if an offer of employment is not made. If an application is successful, a workforce privacy notice will be provided to you, detailing how we will use your personal data.

Your Rights.

You can see your rights in relation to the application by visiting <https://ico.org.uk/your-data-matters>

Retention

Unsuccessful candidates' application forms will be destroyed after 6 months.

Successful applicants will be provided with a fully informed employee privacy notice alongside their contract. The information provided on this form will be stored with the successful applicant's personnel file. This is kept in line with the School's record retention schedule. This can be found on the School website.

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