



St Martins School

Applicant Information Pack

**Cover Supervisor
Maternity cover**



'Every Individual is in a great school'



Letter from the Headteacher

Dear Applicant,

Thank you for the interest you have shown in our school.

St Martins School is a very special place. We deliver child-centred, individually tailored education because of our small size and unique position in our community. This family ethos surrounds all who work and study here, creating a safe, supportive and nurturing environment. Our recent Ofsted inspection described us as “a small school with a big heart” and commented on the fact that “senior leaders have high aspirations for every pupil and have created an ambitious curriculum to meet these high expectations.” The pupils build trusting relationships with staff, based on mutual respect from nursery to year 11 and feel happy, valued and safe.

I very much hope that after reading the information below you will feel that you want to play your part in securing the very best education for the students of St Martins.

The following ethos is a commitment shared by staff and governors. We will:

- Recognise and foster academic ability so that individual excellence can be achieved
- Deliver the highest quality teaching, enabling children to maximise their potential throughout their learning journey 3-16
- Create a family ethos of safety, support and nurture where respect for each other is a given
- Create an inclusive environment where children of all abilities and backgrounds make a positive contribution to school life and the wider community
- Encourage children to think independently and make informed decisions enabling them to have high aspirations about their future
- Work with children and families in constantly reviewing progress and supporting differing developmental needs

This is an incredibly exciting time as we further develop and maximise the value of being an all through school through the new pastoral system, school house structure and offer the very best transition and personal development for students.



Alison Pope, Headteacher

About our School

About Us

Despite the fact that North West Shropshire is a rural area, our school has excellent road links and is easily accessible to many towns and cities. Some staff live in the surrounding countryside while others take advantage of the fact that historic urban areas such as Shrewsbury, Wrexham and Chester are in comfortable commuting distance. Oswestry, a thriving market town, is five miles from the school. The area offers a wide variety of attractive housing at prices which compare favourably with other parts of the country.



Facilities

The school has undergone a transformation over the last few years. This year we have been excited to open our new purpose built technology block and we continue to plan for our new recreation centre, including a 3G football pitch and community fields

Vision

Our vision is to ensure that St Martins School continues to be recognised as having a caring, nurturing environment and continues to be one of the most oversubscribed schools in the area. We promote a positive growth mindset, lifelong learning and we encourage everyone within our wider community to have a love of learning.



Our curriculum is designed to broaden our children's horizons, widen their cultural capital and empower them to be curious about the world around them. We firmly believe that reading is the 'master skill'. We aim to provide young people with the experiences they need to develop into confident individuals and responsible citizens who are equipped with the skills to meet the ever changing demands of 21st century life in modern Britain and be ready for the next stage of their education. We aim to foster partnerships with our parents and members of the wider community to develop and promote a learning community. The school is a highly valued and effective resource for our community.

As an all through school we are able to utilise teaching and learning expertise across every phase which enables:

- Sharing examples of good pedagogy between phases
- Enhancing continuity between the phases
- Developing an all through school ethos

◆ Safe

◆ Thoughtful

◆ Successful

About our Trust



The 3-18 Education Trust is currently made up of nine schools and derives its name from the age range of the pupils and students who attend those schools. We have an inclusive ethos, defined by age and we recognise that education is a continuous process, secured through consistent values and a strong transition (through the key stages).

Our Vision:

To ensure every individual is in a great school.

Our Mission:

To celebrate the diverse nature, culture and identity of our individual schools, whilst enjoying the benefit of the team, so that each school is reciprocal in their support for one another and achieves together.

Our Values:

- **Accomplished:** to provide high quality education and training for all
- **Resilient:** to be solution focused and able to intelligently manage challenges
- **Compassionate:** to show care and understanding towards others

Not only do we pursue the important dimension of achieving the best results for each student regardless of their starting point, but we also believe strongly that education is about developing well-rounded individuals who are ready, willing and able to make their contribution to society.

Please take a look at our [Trust website](https://www.3-18education.co.uk) (<https://www.3-18education.co.uk>) for more details on what we offer. For information about each of our schools, please read on or click on the below links.



The 3-18 Trust: What We Offer

The 3-18 Education Trust is a multi-academy trust with students aged from 3-18 and which works collaboratively to provide interesting and exciting opportunities for staff to share ideas, resources and expertise, for the benefit of the students. Our Schools serve their communities of small villages and the larger towns throughout Shropshire.

Hours & Working Weeks

Work-life balance is important in our Trust. Having the ability to organise your working hours in a way that suits you, whilst not compromising your hours and standard of work, alongside meeting the requirements of the post and the needs of the Trust can help to achieve this work-life balance. It may be to avoid a busy commute or to allow time to work around childcare or caring for dependents. We will be looking for core-working hours, which will be agreed with the successful applicant and other hours are to be worked around other commitments.

In addition to a comprehensive induction and a commitment to your ongoing training and career progression, we also offer:

✓ **Unbeatable Pension Scheme**

Thinking about your future? We are too and it's never too early. We'll automatically enrol you onto the relevant pension scheme – we will pay a whopping 28.68% into your Teachers Pension scheme or 19% if you are a member of our amazing support staff through the local government pension scheme – you'll find it hard to beat that.

✓ **Holiday**

Whilst holiday allowances vary across the roles, we offer no less than 27 days plus bank holidays– and to top it off, your holiday entitlement grows as your career does – as after five years' service you'll be awarded five extra days. Plus, we run a special leave policy making allowances for paid time off for those unplanned life events or family milestones that we just wouldn't expect you to miss.

✓ **Saving Scheme**

Saving for those rainy days has never been easier than with our salary savings scheme where you can have your savings taken directly from your salary into an accredited savings scheme.

✓ **Support for you and your family**

We understand that becoming a parent, growing your family or looking after those who mean the most to you, can be life changing. That's why we're proud to provide policies that fit around your family, whenever you might need it.

✓ **Your wellbeing**

It's a top priority for us, and that's why we look after your physical wellbeing with free eye tests, flu vaccinations, and an outstanding occupational health service. We also look after your mental wellbeing too, with our employee assistance programme, providing legal, financial, health, parenting and life advice with 24 hour access for you and your family members. We also provide access to independent counselling specialists to beat those long waiting lists and ensure you have access to the right support at the right time.

✓ **Online GP Service**

Struggling to get an appointment with your local GP, we've got you covered. As an employee at The 3-18 Education Trust you will have 24 hour access to a GP appointment, these usually take place within 2 days at a time to suit you, prescriptions provided when required to be collected at your local pharmacy. This service is also open to your dependants.

✓ **We've always got you covered**

If the unexpected happens – for example, you can't work because of illness or you're in an accident – we've got you covered with excellent sick pay benefits. Plus, in the event of death in service, we'll pay up to three times your salary. All these give you financial protection and take away any worries – all at no cost to you.

✓ **Cycle to work scheme**

Choose a brand-new bike and accessories and save on tax and National Insurance. Select a bike worth up to £3,000 and spread the cost over 12 months, interest free.

✓ **Home and Electronics Scheme**

The latest Xbox on the birthday list? Washing machine broken down at just the wrong time of year? We have you covered with our newest salary sacrifice scheme, open all year round and open to all staff, spreading the payments for those expensive items over 12 months.

✓ **Awards for long service**

We owe so much to our long-serving colleagues. That's why we're all about rewarding their continuous service and celebrating their key milestones. Just the way it should be.

✓ **Career Progression**

From bitesize learning right through to professional qualifications. With our trust wide dedicated CPD leads, we believe every colleague should have the chance to progress – personally, professionally and as far as possible.

✓ **Additional Perks**

Many of our sites have access to freshly made hot meals at a discounted rate, free carparking, gyms and swimming pools all open to members of staff at greatly reduced rates or free.

Job Description: Cover Supervisor



Title of Post	Cover Supervisor
Grade and SCP	Grade 6 (Support Staff)
Hours / Working Weeks	14 hours per week term time only
Post Status	Maternity Cover
Accountable To	Senior Cover Supervisor

ROLE:

Classroom Cover Supervisors are required to pick up the work of the absent teacher and deliver this, whilst supervising the pupil's behaviour. Dynamic, versatile and enthusiastic people are needed for this role which can require occasions of thinking on your feet.

Under the direction/instruction of senior staff: pick up the work of the absent teacher and deliver this, whilst supervising the pupil's behaviour.

Support for Students:

- Respond to any questions from students about process and procedures;
- Deal with any immediate problems or emergencies according to the academy's policies and procedures; Establish good relationships with students, acting as a role model and being aware of, and responding appropriately to, individual needs;
- Supervise and support students, ensuring their safety and access to learning;
- Promote the inclusion and acceptance of all students;
- Encourage students to act independently, as appropriate;
- Encourage students to interact with others and engage in activities led by the teacher;
- Attend to the students' personal needs, including social, health, physical, hygiene, first aid and welfare matters

Support for the Teacher:

- Supervise work that has been set by an appropriate teacher;
- Manage the behaviour of students whilst they are undertaking their work to ensure a constructive environment;
- Collect any completed work after the lesson and return it to the appropriate teacher; Be a

member of a Teaching and Learning team that plans and delivers a key part of the curriculum for the students;

- Assist in the preparation of learning materials and the learning environment, including the display of students' work;
- Work beside a teacher in the classroom on learning activities;
- Be aware of students' problems/progress/achievements and respond accordingly;
- Manage individuals or small groups of students with special learning requirements, under the guidance of teachers, within or outside the classroom;
- Support the teacher in managing student behaviour, reporting difficulties as appropriate;
- Provide some administrative support to teachers e.g. entering data, photocopying, typing, filing etc.
- Use and operate ICT systems and equipment for administrative purposes;
- Accompany staff and students on out of school activities as required and take responsibility for a group under the direction of a teacher.

Support for the Curriculum:

- Support students in their understanding of instructions and tasks;
- Support students in undertaking literacy and numeracy tasks, as directed by the teacher;
- Support students in using ICT, as required;
- Prepare and maintain equipment/resources as directed by the teacher and assist students in their use.

Support for the School:

- Contribute to the overall ethos/work/aims of the school;
- Complete a range of administration tasks, e.g. Filing, displays, when not needed for cover;
- Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns as appropriate;
- Be aware of and support difference, ensuring that all students have equal access to opportunities to learn and develop;
- Assist with the supervision of students;
- Support the role of other professionals and attend relevant meetings, as required;
- Accompany teaching staff and students on visits, trips and out of academy activities;
- Work with parents, providing support and guidance as appropriate;

- Participate in regular training, professional development and performance management.

The postholder may be required to carry out any other duties that are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review, in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements

CEO signature:

Date:

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Postholder's signature:

Date:

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Person Specification – Cover Supervisor – Maternity cover

	Essential	Desirable
Qualifications	• Good standard level of education • 5 GCSE's or equivalent, including English and Maths	• Teaching Assistant NVQ Level 3 or have completed training of a similar standard (including a certificate in Literacy & Numeracy for Support Assistants) • Teaching Assistant Induction Training
Work or Relevant Experience:	• Relevant personal and professional development • Working in an environment where experiences included taking initiative and self-motivation • Working as a member of a team	• Experience of working within a school environment.
Skills/Knowledge	• Ability to supervise whole classes • Good communication skills and ability to relate well to children, staff and parents • Evidence of working well as part of a team • ICT and the willingness to update skills and undertake further training • Ability to observe, monitor and provide constructive feedback on pupil's progress. • Specialist skills, training or experience e.g. Art, Music, ICT, display etc. • Sufficiently fluent in spoken English to ensure effective performance in the role • Ability to plan and organise effectively • Ability to work with small groups or an individual pupil	• Experience of classroom administration support •

Personal Attributes	• Excellent communication skills • Ability to relate well to children and adults • Ability to work well as part of a team • Flexibility and reliability • Ability to bring to the role, initiative, enthusiasm and commitment • Ability to maintain confidential information • Ability to communicate effectively both verbally and in writing to a diverse range of people	
Special Conditions	• Sufficiently fluent in spoken English to ensure effective performance in the role • Able to work at times to meet the needs of the service • Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check • Understanding the importance of safeguarding and promoting the welfare of children.	

Application & Appointment Process

Applications will be made via mynewterm and will not be accepted in any other format

<https://www.stmartins3-16.org/school-information/job-vacancies/>
<https://mynewterm.com/candidate-login>.

Please complete your application as soon as possible, clearly noting all the experience, skills and personal qualities that you can offer which are relevant to this post.

To arrange an informal conversation or to find out more about this role, please contact Clare Ellis at clare.ellis@stm.318education.co.uk to arrange a conversation.

The deadline for applications is 3 p.m. 2 October 2026

Interviews will be held soon after

Interviews will be offered to those applicants who best demonstrate how skills, abilities and experience match the person specification, taking into consideration the job description.

Please note:

Interviews will be offered to those applicants who best demonstrate how skills, abilities and experience match the person specification, taking into consideration the job description. If we have received applications that best match the person specification we may bring the closing date for applications forward.

Important Notes:

- Please complete all elements of the application form, incomplete forms will not be put through shortlisting.
- CVs are not accepted.
- The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check and, where applicable, a prohibition from teaching check.
- This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013, 2020 and 2023). Guidance on disclosing convictions can be found on the [Ministry of Justice website](#).
- Under the Immigration Act 2016, candidates for customer-facing roles must meet the necessary standard of spoken English.
- It is an offence to apply if barred from engaging in regulated activity relevant to children.
- Employment is subject to medical fitness, satisfactory references, right to work in the UK, and an Enhanced DBS check. Online checks will be carried out on successful applicants.