



Pix Brook Academy Application Pack

Cover Supervisor





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INTRODUCTION

Welcome to Pix Brook Academy and the Bedfordshire Schools Trust. Thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our Academy, please contact:

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Assistant Principal

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Pix Brook Academy

Arlesey Road, Stotfold, Bedfordshire SG5 4HB

www.pixbrookacademy.co.uk



ABOUT BEST

The Bedfordshire Schools Trust (BEST) is a multi-academy trust providing exceptional education across our community of 11 schools and five nurseries.

Since forming in 2016, we have grown significantly into one of the largest trusts in the county. We now educate 8,000 children across the area, from nursery age to advanced level study, and have over 1,000 members of staff.

It is our aim to grow the BEST in everyone, and everything we do is driven by our values.

We will:

- Always put children first
- Collaborate to support and compete to challenge
- Provide community-based provision
- Have the courage to be compassionate

Our aims can only be achieved if we recruit, retain and develop the highest quality workforce – and we want those we employ to be valued in the workplace.

As a single employer, we are able to offer all our staff a fantastic range of benefits, including an excellent working environment, opportunities for career development and training, and discounts and deals that will help save you money.

Full details can be found in our BEST People staff benefits brochure, available for download from our MyNewTerm careers page, or on our website at www.bestacademies.org.uk/jobs

The formative years of BEST have been a real success story – and we are looking forward to an exciting future, too.



ABOUT PIX BROOK ACADEMY

Pix Brook Academy is an extended secondary school with approximately 1000 pupils located on the edge of the town of Stotfold.

We opened as a new free school in September 2019, and currently have cohorts from Year 5 up to Year 11. At our core is the moral purpose to educate the socially responsible citizens of the future.

Working at Pix Brook Academy is an unprecedented opportunity to be involved in a genuinely exciting and innovative growth programme and have real influence and input into shaping the future development and success of this creative and rural community school. Visits to the school are welcomed.

We understand the hard work associated with working at a new school. In recognition of this, we are committed to providing all staff with the support and resources to deliver outstanding lessons and develop your career, including:

- Fantastic learning environment in new facilities.
- All classrooms have 21st century technology including Clevertouch interactive screens. All teachers receive a lap top.
- Supportive parents and fantastically well-behaved pupils allowing you to focus on teaching and learning.
- Supportive, experienced team with fully planned and resourced curriculum.
- Opportunity to join a growing school and influence the culture and ethos of a new school with associated career progression.
- Rural location with extensive parking yet only 35 minutes from London King's Cross.



HOW TO APPLY

We use an application form, rather than asking for CVs, for most vacancies. This ensures all applicants present their information in the same standardised format and tell us only what we need to know.

Apply online via the MyNewTerm website at www.mynewterm.com before the closing date.

Closing date: Midnight, Sunday 21st June 2026

Interview date: Week beginning 22nd June 2026

We reserve the right to review applications and appoint a candidate prior to the closing date.

BEST is an equal opportunities employer and we are committed to encouraging equality, diversity and inclusion among our workforce.

We are committed to safeguarding and promoting the welfare of children. All offers of employment will be subject to satisfactory pre-employment checks and references, including enhanced Disclosure and Barring Service (DBS) clearance.

Strictly no agencies.

We look forward to receiving your application.



JOB DESCRIPTION

Job Title	Cover Supervisor
Based at	Pix Brook Academy
Salary/Grade Range	£22,898 - £24,503 actual – Level 3D Point 7-11 (FTE £26,403 - £28,142)
Responsible to	Cover Team / Head of Department
Hours	37 hours a week term time only including five training days

Purpose of Role

To supervise whole classes during the absence of teachers. The primary focus is to maintain a constructive, safe learning environment, keeping students on task and directing their learning using plans provided by teaching staff. When not required for cover, the post holder will provide essential administrative, resource, and display support to departments.

Duties and Responsibilities

Classroom Supervision

- Register classes efficiently at the start of lessons and registration periods as and when required by the Cover Team, ensuring accurate attendance records via the school's Management Information System BromCom.
- Direct the learning of classes under the guidance of the Head of Department, strictly following the lesson plans, resources, and instructions provided by the absent Teacher.
- Maintain high expectations of behaviour in accordance with the Academy's rewards & behaviour policy. Ensure a safe, positive, and productive learning environment.
- Provide flexible cover for any pupil-facing member of staff as required by the school's operational needs, including Teaching Assistants (TAs).
- Answer student queries, clarify work instructions, and provide general feedback to students to help them progress with the set work.

Departmental & Administrative Support

(To be undertaken when not actively required for classroom cover)

- Organise, maintain, and renew learning resources in association with Heads of Department to ensure teaching areas are well-equipped.
- Order consumable department resources as required, utilising the official Academy ordering system and adhering to budget protocols.
- Provide proactive administrative support to assigned departments under the direction of the relevant Head of Department (e.g., data entry, photocopying, filing, preparing lesson materials).



- Complete high-quality classroom and corridor display work to celebrate student success and create an engaging visual learning environment.

Whole-School Responsibilities

- Undertake supervisory duties at break times and lunchtimes if required to cover for absent colleagues or maintain a visible, positive presence around the academy.
- To support with on call when not teaching
- Be prepared to undergo training and actively serve as a designated school First Aider.
- Be prepared to undergo MIDAS training if required and act as a qualified Minibus Driver for school trips or fixtures.
- Undertake any other associated task or duty as reasonably directed by the Vice Principal or Principal, within the limits of your competence and training.

Please note, while every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the line manager/Principal to undertake work of a similar level that is not specified in this job description.



PERSON SPECIFICATION

Job Title: Cover Supervisor

Attributes	Essential	Desirable
Education and Qualifications	Educated to GCSE level (or equivalent) with English and Maths at grades A*-C/9-4.	A Level/NVQ Level 3 and/or university graduate. Valid first aid qualification Clean, full UK driving licence
Skills and Experience	<p>Experience working with children or young people, ideally within an educational or youth work setting.</p> <p>Experience managing groups of young people successfully.</p> <p>Understanding of basic classroom management techniques.</p> <p>Awareness of both the Primary and Secondary school national curriculum.</p> <p>Ability to inspire, enthuse and motivate pupils.</p> <p>Ability to de-escalate students and support appropriately</p>	<p>Knowledge of school systems, such as BromCom or CPOMs</p> <p>An understanding of UK school safeguarding practices (KCSIE).</p>
Personal Attributes	<p>Ability to work effectively as a member of a team.</p> <p>Ability to communicate effectively with children and adults.</p> <p>Ability to use humour and develop relationships with staff and students.</p>	



	<p>Ability to work on your own initiative.</p> <p>Able to demonstrate high standards of integrity, confidentiality and reliability.</p> <p>Will have a flexible approach to adapt to a changing environment.</p> <p>Willingness to undertake appropriate further training.</p> <p>Ability to meet the physical needs of pupils.</p> <p>Strong time management and organisation skills</p>	
Other	<p>Appropriate DBS clearance, references and checks (before the post is taken up).</p>	

We are committed to the safeguarding and promotion of children's welfare and offers of employment are subject to DBS clearance

