



Active
Learning
Trust

Candidate Pack
Cover Supervisor
July 2026



Contents

- Hello from our CEO
- About Active Learning Trust
- Our Schools
- Job Vacancy
- Job Description
- Person Specification
- How to Apply

Dear applicant



Thank you for your interest in this new role and in developing your career with Active Learning Trust.

As I hope you are already aware, our trust is deeply committed to supporting every member of staff to grow and succeed. We know that our greatest strength lies in the talent, commitment and ambition of our colleagues, and that when our people thrive, our pupils thrive. That is why we invest so deeply in professional development.

Whether you are taking the next step in leadership or broadening your skills in a new area, I want you to feel encouraged to aspire, supported to achieve, and confident that your contribution is shaping brighter futures for children and families across our schools.

Like everything at ALT, our recruitment process is rooted in our values, which shape how we work and how we support one another. We believe in openness, collaboration, and creating the conditions where colleagues feel confident to contribute their ideas and take on new challenges. By fostering these qualities in our people, we strengthen our schools, enrich our community, and ensure that everyone has the chance to make a meaningful impact.

If this opportunity speaks to your ambitions, I encourage you to apply and to take the next step in your journey with us. Together, we can continue to build a trust where extraordinary outcomes are achieved.



Lynsey Holzer
Chief Executive Officer

Active Learning Trust

Overview

Our multi-academy Trust was originally established in 2012 and is currently made up of 1,600 staff across 21 schools in East Anglia, serving over 8,600 young people and their families. Our shared Trust mission of delivering excellence to ensure our young people can thrive and prosper is at the heart of everything we do.

Our trustees fulfil their duties through our Trust Leadership Team, which includes our central team and school leadership teams, working together as one unified organisation with joint accountability. We have an established central team that is not only knowledgeable but also driven by an imperative to deliver the very best for the young people in our care.

At Active Learning Trust, we are restless for excellence and improvement so that our children can thrive and prosper. Deeply rooted in the heart of our communities, people choose to join our trust because we make a difference. We explore the art of the possible to find the right solutions for our children, our people and the wider education sector.

Our Team

Our team is made up of experts across all specialist areas, including education, finance, HR, communications and marketing, estates, governance, procurement, data and IT. Their skills allow us to deliver shared savings and, more importantly, provide essential services to schools, enabling school-based leadership to focus on improving outcomes for pupils in the broadest sense.

- We know our schools exceptionally well and we offer both honest reflection and evaluation of our strengths and areas for improvement.
- We have clear and appropriate plans for continuing to improve the quality of education and pupil achievement.
- We encourage and celebrate the individual characteristics of each of our schools and provide them with a good balance of autonomy central oversight and accountability.

Our People-First Philosophy

At Active Learning Trust, we invest in you from day one. We love working with specialists that are united by their skills and passion for shaping the future of education. We provide tailored coaching, leadership training and clear progression pathways that turn roles into fulfilling, lifelong careers. Guided by our values of open dialogue, bold thinking and supportive teamwork, we put your growth and well-being at the heart of everything we do - so you can focus on making a real difference in our schools and beyond.

Our Values

At the heart of our Trust are five core values that shape our culture and guide every aspect of our work. They influence our interactions, decisions and strategic direction, and they unite our school communities.



I aspire, we achieve



We're curious, creative and bold



A family, not a house share



Comfortable being candid



Humour, humility, humanity



“

ALT creates environments where professionals can be bold and courageous in their practice, bringing about excellent outcomes for both students and staff. Our students receive the best standard of education from practitioners who are motivated to give their best as they are supported by a Trust that treats all with humanity, humility and humour!

More personally, I'm grateful for the CPD and career opportunities presented to me, that have allowed me to grow from an NQT into a Headteacher in 8 years.

Louise Creed
Headteacher, The Albert Pye
and Ravensmere Schools Federation

Our Schools

Active Learning Trust encompasses 21 schools across East Anglia – eight in Cambridgeshire, 12 in Suffolk and two in Norfolk.

Our schools fall naturally into three designated geographical sub-regions – Ipswich, Norfolk & North Suffolk, and mid Cambridgeshire. This allows the Trust to apply 'hub' level school-to-school support and collaborative working along with other mutually supportive arrangements. The synergy this creates has become a key way of working for our teams and continues to develop further over time.

For more information on our schools, please visit our website.

[View our schools](#)



Job Vacancy

Cover Supervisor

Step into the classroom with confidence and keep learning moving, every lesson, every day.

Help sustain a calm, purposeful learning environment where every pupil can continue to achieve, every day. We are seeking a committed Cover Supervisor who will play a key part in supporting teaching and learning by leading classes during teacher absence, ensuring routines, expectations and engagement remain strong. This is an opportunity for someone who values education's wider purpose, and who brings resilience, confidence and a positive presence to the classroom. Working as part of a supportive team, the role offers the chance to build strong relationships with pupils and staff, contributing to a culture where high standards, mutual respect and a shared commitment to improvement underpin everyday school life.

Summary of Key Responsibilities

- Supervise whole classes during teacher absence, ensuring pupils remain on task and engaged with pre-set work.
- Manage classroom behaviour effectively in line with school policies, maintaining a calm and purposeful environment.
- Provide feedback to teaching staff on pupil engagement, progress and any issues arising.
- Support the implementation of school systems, routines and expectations to ensure continuity of learning.

Why Join Our Trust?

- Belong to a compassionate and inclusive trust that values you and the role you play.
- Join an experienced group of people that are fully dedicated to delivering the best for our children.
- Gain access to our VivUp employee benefit system, Cycle to Work scheme and local government pension scheme.

Contact

If you would like an informal discussion about the role, or for more info, please contact Karis Lambert, HR Manager, at: KLambert@chantryacademy.org



Location

Ipswich, Suffolk

Contract

Permanent, 37 hours per week, 39 weeks per year

Salary

ALT Grade E Point 12-15
£23,717.90 - £24,108.71 -
Actual

Start Date

1 September 2026

Interviews

To be confirmed

Job description

Cover Supervisor

Salary: ALT Grade E
Academy Site: Chantry Academy
Reporting to: Head of Department

Main purpose

To supervise whole classes undertaking pre-prepared activities provided by a teacher during short-term absence. The primary focus is to maintain order and to keep learners on task.

*Please note that some duties will not apply depending on the age range and need of the learners being supported.

Duties and responsibilities

Teaching and Learning

- Supervise pre-prepared activities and self-directed learning in the short-term planned / unplanned absence of teachers to provide continuity of learning for learners
- To manage the behaviour of learners whilst they are undertaking work
- To collect any completed work after the lesson and return it to the appropriate teacher
- To report back as appropriate using the agreed referral procedures on the behaviour of learners during the class and any issues arising

Resources

- To prepare the classroom/outside areas for lessons, ensuring resources are available and cleared away at the end of lessons as appropriate

Exams, Educational Visits and Other Supervision

- To provide support to identified children during exams and tests, as required
- To assist escorting learners on educational visits, as required
- To assist with break time or lunch time supervision, as required

Personal and Welfare Support

- To assist learners with dressing, hygiene, eating and any other personal needs, whilst encouraging independence, as required
- To provide first aid to learners, as required (and where appropriately trained)

Systems, Policies and Procedures

- To be responsible for the careful and safe use of equipment

- To be responsible for the safety and wellbeing of learners in the class being covered

Team Involvement

- To demonstrate own duties to new or less experience staff, as required
- To direct the work of other Teaching Assistants working in the class being covered, as required

Building Professional Relationships

- To communicate with learners to support social and physical wellbeing, learning and development and encourage acceptable behaviour
- To liaise with staff and other relevant professionals and provide information about learners as appropriate
- To exchange information with staff and parents/carers

Record Keeping and Information Management

- To maintain records of work completed by learners during cover supervision periods
- To provide feedback to the teacher on learner progress and behaviour, as appropriate
- To record and update confidential learner data

Generic responsibilities of all Active Learning Trust employees

- To consistently uphold the Trust's Aims, Visions and Values.
- To work in a co-operative and polite manner with all stakeholders and visitors to promote and enhance the reputation of the academies and Trust.
- To work with children and young people within the framework of the academy in a courteous, positive, caring, and responsive manner.
- To take an active and positive role in the Trust's commitment to the development of staff and review procedures, undertaking training as required.
- To act in a professional way that is consistent with the values and expectations of the Trust.
- To be responsible for promoting and safeguarding the welfare of children and young people.

The Active Learning Trust is committed to safeguarding and promoting the welfare of all children and young people. We expect all staff to actively share this commitment. All adults working in our Trust in whatever capacity will be part of a thorough safer recruitment process. All appointments will be subject pre-employment checks including the taking of satisfactory references and enhanced criminal record clearance (via the Disclosure and Barring Service) in line with the need to create and maintain a safe culture.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks expected to be carried out. It will be reviewed annually in conjunction with the appraisal process and planning for the next academic year. It will be reviewed, and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Reports to Manager.

Person Specification

Cover Supervisor

E = Essential / D = Desirable

| Qualifications & Training | | |
|--|---|---|
| NVQ level 3 in related area or equivalent experience | E | |
| GCSE English and Maths Grade C / Level 4 or above (or equivalent) | E | |
| Able to undertake first aid training, if required | E | |
| First aid training | | D |
| Experience | | |
| Previous experience of working as a teaching assistant – or in a similar role | | D |
| Experience of working with children or adults with SEND | | D |
| Skills and Knowledge | | |
| Curriculum knowledge and experience to support self-directed learning | | D |
| Knowledge of behaviour management techniques | E | |
| Competent in the use of ICT in all aspects of the role | E | |
| Knowledge and compliance with policies and procedures relevant to health and safety and child protection | E | |
| Ability to interpret information and situations and respond independently to problems and situations in line with procedures but may refer to the line manager for more unusual/difficult problems | E | |

| Personal Qualities | | |
|---|---|--|
| Embodies of the Active Learning Trust's values: <ul style="list-style-type: none"> - I aspire, we achieve - We're curious, creative and bold - A family, not a house share - Comfortable being candid - Humour, humility, humanity | E | |
| Commitment to uphold the seven principles of public life (the Nolan principles) at all times | E | |
| Commitment to maintaining confidentiality at all times | E | |
| May be required to stand for long periods and or work in awkward positions e.g. low chairs | E | |
| Some exposure to unpleasant conditions e.g. noise, outdoor working | E | |
| Able to assist learners, where necessary, with physical activities. Some learners may have severe physical disabilities, medical or behavioural needs. | E | |
| Able to attend to the personal care needs of learners, where needed | E | |
| Equal Opportunities | | |
| Commitment to inclusion, equality and diversity | E | |
| Safeguarding | | |
| Commitment to safeguarding and promoting the welfare of children and young people. | E | |

Application Process

How to Apply

You can browse and apply for all Active Learning Trust vacancies by clicking the link below to access our recruitment platform. Once you have found the corresponding vacancy, click on the 'Apply Now' button to begin your application. You can save your application and return to it at any time. Please ensure you have completed and submitted your application before the deadline shown on the job advert.

[View current vacancies](#)

Hints and Tips

To increase the chance of your application being considered for the role, please follow these steps:

- Use the Person Specification document to write your application. Consider using the headings and give examples where possible.
- Check for punctuation and grammar errors.
- Ensure your first referee is from your current or most recent employer. If you are employed within a school or academy, ensure you list your Headteacher as your first referee.
- All gaps in employment history must be explained. This should start from the date you left full-time education, including the summer holiday.



Useful Information

As an equal opportunities employer, we welcome applications irrespective of race, gender, religion, disability, sexual orientation and/or age. We value the individuality and creativity that every worker potentially brings to the workforce.

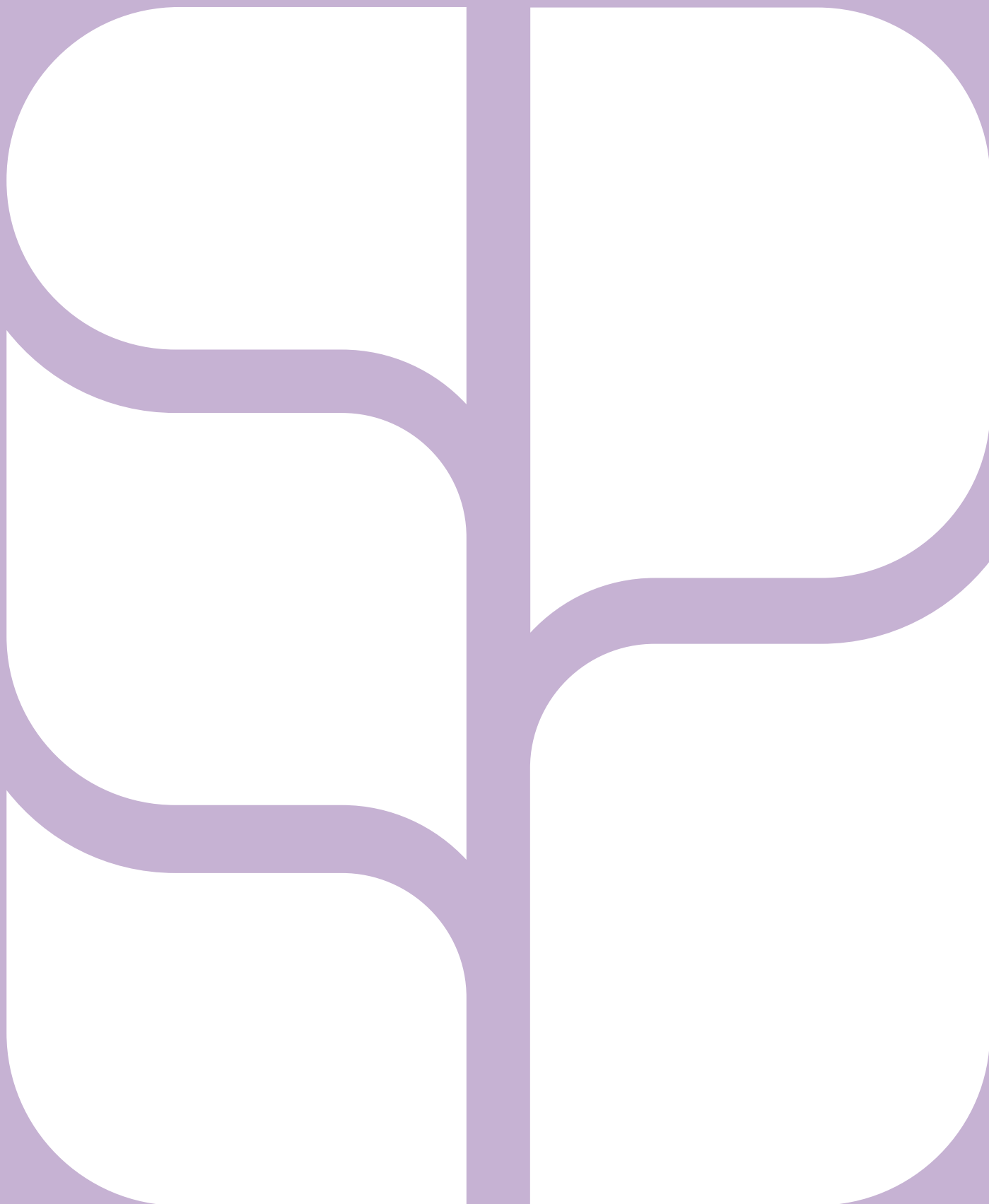
No CVs are accepted in line with requirements of Keeping Children Safe in Education, therefore all applications are required to be completed using the MyNewTerm platform.

The Active Learning Trust reserves the right to interview and appoint prior to the advert closing date. With this in mind, we encourage you to apply as soon as possible.

The Active Learning Trust is committed to safeguarding and promoting the welfare of all children and young people. We expect all staff to actively share this commitment. All adults working in our Trust in whatever capacity will be part of a thorough safer recruitment process. All appointments will be subject to pre-employment checks including the taking of satisfactory references and enhanced criminal record clearance in line with the need to create and maintain a safe culture. Please be advised that references may be requested prior to interview for roles within our academies, where permission has been given to do so via MyNewTerm.

Candidates are advised that, if shortlisted for interview, they will be subject to an online search of information in the public domain.

This post will come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.



www.activelearningtrust.org