



Chipping Sodbury School

Respect, integrity, aspiration and responsibility



Cover Supervisor Recruitment Pack





Welcome to the Athelstan Trust.

Our Multi-Academy Trust is an organisation in which children, staff and parents can feel part of a caring, collaborative and excellent community.

We are a Multi-Academy Trust of six secondary schools and four primary schools across Wiltshire, Gloucestershire and South Gloucestershire. We were excited to welcome two new primary schools in the last few months and from October 2025 another secondary school. This will further enrich our collaborative strengths.

Established in 2015, the Athelstan Trust aims to achieve the best for, and from, each child. We enable each child to realise their full academic, creative and physical potential and to develop positive social and moral values.

Believing that successful schools are rooted in their local community, we respect and value the individual nature and ethos of our schools while knowing we are more effective when we work together and support each other. Celebrating spiritual and creative diversity, success, and lifelong learning is important to us. We are inclusive and collaborative and promote a culture of openness and integrity.

We are absolutely committed to raising educational standards for all the children in our schools. We believe in developing the talents and skills of all our staff and students.

We seek applicants who share our vision and values.

We look forward to receiving your application.

Best wishes,

Matthew Evans

Chief Executive Officer

The Athelstan Trust





Our Philosophy as an Employer

The Athelstan Trust is absolutely committed to raising educational standards for all the children in our schools. In order to do this, we need to recruit the best staff who are committed to our vision and values.

We aim to be the employer of choice in our area and genuinely believe that all roles in our organisation can be carried out within a flexible working model. Working in schools should be seen as part of a rich, fulfilling life and not a barrier to it. We will always consider a flexible working option for every post.

We understand that we need to support staff to achieve our goals and have in place a professional development programme that offers internal and external opportunities to develop the talents and skills of all our staff.

Why work for us?

- Internal career opportunities
- Personalised professional development and training
- Employee Assistance Programme
- Flexible working opportunities and a genuine commitment to family and work/life balance
- Nationally negotiated cost of living pay
- Automatic enrolment to the teacher or local government pension schemes
- Generous holiday allowance for support staff
- Recognition of local government continuous service
- Cycle to Work Scheme
- Discounts at local leisure centres





Dear Applicant,

Thank you for your interest in this post. I am delighted to introduce you to Chipping Sodbury School and do hope that you will find this application pack along with our website helpful. I know that this information will convey to you the immense sense of pride that we hold for our school and our community.

Chipping Sodbury School is an institution built on strong core values. Developing Aspiration, Respect, Responsibility and Integrity are at the heart of all that we do both for our students and our colleagues. It is these values which have developed so many young people and staff over the years and provided them with the opportunities to grow into successful individuals within the local community and beyond. They are at the forefront of our mission to aim for brilliance in all we do.

The origin of the school dates back to the Middle Ages when it was set up as an Endowed School to provide free education for the townspeople. It has gone through many transformations since then which have involved it becoming a Grammar School, a Comprehensive School in 1970, a Cooperative School in 2013 and now a partner school within The Athelstan Trust. Whilst there have been changes over the years, the history remains central to the school's values and ethos. The Endowed Foundation still provides support for students and is an important part of the school.

We believe in providing students with the very best opportunities through achieving the strongest educational outcomes as well as ensuring we develop their character and sense of self. To do this we have the highest of expectations in all that we do for our young people. High expectations of their potential, high expectations of their engagement in lessons and the wider school, high expectations of behaviour and conduct and crucially high expectations of ourselves as educators- working together to ensure we provide the very best experiences for our young people. We are committed to challenging and engaging lessons, ensuring that our staff body is provided with high quality CPD that is evidence informed and that we celebrate staff for their hard work. Our approach to behaviour prioritises relationships, supporting our students in making the right choices through having clear, consistent expectations and an emphasis placed on kindness and respect in all our interactions.

We are passionate about collaboration both across the Trust and beyond. The school has strong links with the local primary schools and we have long standing partnerships with local secondary schools, often working with one another to ensure the needs of our local communities are met. As part of the Trust, our staff are afforded opportunities to work with and even deliver sessions to colleagues across the Trust which is hugely beneficial to their own development.





Our school is located on the edge of the Cotswolds, close to both Bristol and Bath and has great access via the M4 motorway which provides strong options for commuting for staff. This has resulted in Chipping Sodbury being able to recruit some of the best professionals from across the region. It also provides great opportunities for student learning outside of the classroom. Experiences such as theatre visits, outdoor education, musical experiences and exploration of the arts is central to the wider curriculum.

In April 2021, Chipping Sodbury School joined The Athelstan Trust. A great deal of research and deliberation had gone into this strategic decision. Governors and school leaders were committed to join a multi-academy trust whereby values aligned and there is a culture of genuine collaboration with a focus on school improvement and mutual support. We have been delighted with this move which has already reaped many benefits, including broadening professional development opportunities for staff and securing a wide range of enrichment openings for students. You will find further information about The Athelstan Trust [here](#).

Thank you for your time in exploring this role at our fantastic school. I look forward to receiving your application.

A handwritten signature in blue ink, appearing to read 'Rob Skipp'.

Rob Skipp
Headteacher
Chipping Sodbury School





JOB DESCRIPTION

POST:	COVER SUPERVISOR
REPORT TO:	COVER CO-ORDINATOR / ASSISTANT HEADTEACHER
SALARY:	NJC SCP 13-16
HOURS:	32.5 HOURS PER WEEK

Job Purpose

The post holder will provide short term cover for absent teachers, supervising classes, assisting with a variety of faculty-based tasks, including curriculum support, planning, administration, exam invigilation and assisting with school trips. There may also be a requirement to work with individuals or groups of students at other times to support learning or pastoral activities, or to provide other relevant support to teaching staff.

Specific responsibilities will include:

- To understand the school's policies relevant to the specialist subject.
- Take the register.
- Supervise whole class to undertake pre-set work and/or activities during the absence of the regular teacher, including introducing and closing the class. The work will be pre-set by the regular teacher or the Head of Faculty.
- Promote self-control and independence.
- Keep students on task, as necessary.
- Respond appropriately to questions raised by students.
- Collect any completed work and return it to the appropriate teacher.
- Provide feedback on student progress and achievement.
- Follow our school procedures for rewards and sanctions to ensure a positive and purposeful learning environment.
- Within the school's behaviour policy, apply behaviour management strategies and techniques to manage behaviour constructively.
- Contribute to a purposeful learning environment, reporting back on behaviour of students during the class, and on any issues directly arising.
- Deal with any immediate problems and emergencies in accordance with the school's policies and procedures.
- Participate in performance management reviews.
- Support with breaktime/ lunchtime duties in line with our school procedures.





When not required to cover for absent teachers, then a variety of other activities will be scheduled and may include:

- Assistance to individual students or to a group of students, as directed by the class teacher
- Supporting in our Reset Room
- Researching educational trips
- Assisting on educational trips
- Preparing resources to support lessons
- Exam invigilation for internal or external examinations
- General administration and clerical support

Health & Safety

All staff within The Athelstan Trust are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health and Safety, report all accidents and incidents, and raise concerns through their line manager, the site management team or another member of SLT as appropriate.

Equality & Diversity

Staff employed by The Athelstan Trust are expected to promote equality of opportunity for all students and staff, both current and prospective, and to support an environment that values diversity and respect. The Athelstan Trust believes that all individuals are of equal value and we are committed to equal opportunities for all.

Data Protection

All staff within The Athelstan Trust have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the organisation, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role in the Trust shall not be kept for longer than is necessary for that purpose or those purposes, in accordance with the General Data Protection Regulation and the Data Protection Act 2018.

Safeguarding & Child Protection

The Athelstan Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the Trust's Safeguarding and Child Protection policy and procedures at all times. The post holder will be subject to an Enhanced Disclosure & Barring Service check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared.

General

Notwithstanding the detail in this job description the job holder will undertake such work as may be determined by the Headteacher from time to time, up to or at a level consistent with the main responsibilities of the job

The Athelstan Trust

There is an expectation of collaboration and resource sharing with other colleagues across the Trust.

THE ATHELSTAN TRUST



CHIPPING SODBURY SCHOOL
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www.chippingsodbury.school.com



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PERSON SPECIFICATION COVER SUPERVISOR

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualification and training	GCSE pass in English and Maths	Level 3 or above qualifications
Experience	Experience of working within a school or similar setting Working with young people	ICT training, qualification or experience Experience of teaching or teaching practice Experience of working with sensitive and/or confidential information
Knowledge, Understanding and Skills	Excellent communication skills both written and oral Ability to get the best out of young people Able to work independently and as part of a team Ability to build good working relationships with a range of colleagues Ability to explain tasks simply and clearly Work with guidance but under limited supervision Demonstrate excellent organisational skills	An understanding of the roles played by various adults in a child's education Knowledge and understanding of the statutory curriculum framework at KS3 and KS4 Knowledge of appropriate behaviour management practices
Personal Characteristics	Integrity Positive attitude, proactive, hardworking and resilient Commitment to equal opportunities and the inclusion of all	

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SPECIFICATION	ESSENTIAL	DESIRABLE
	Commitment to comprehensive and inclusive education Commitment to the achievement of high standards Hardworking and willingness to get involved in whole school life Ability to be flexible and work effectively under pressure	

