



The CAM Academy Trust

Cover Supervisor

Candidate information pack



WELCOME FROM THE CHIEF EXECUTIVE

Thank you for your interest in joining The CAM Academy Trust. It's a great time to join our team, as we enter an exciting phase of development and look to the future.

I feel highly privileged to lead our trust at this time. Our five year strategy – CAM30 – sets out our roadmap to becoming a truly exceptional family of schools.



We are a values-driven trust – our six principles underpin all that we do – and we're committed to excellence. As a teacher myself, and someone who has benefited hugely from an education, I absolutely believe in the transformational power of what we do in schools. This is particularly important for our most vulnerable young people, those who could become marginalised and not reach their potential due to their background or learning needs. It is up to us to make sure that doesn't happen.

Vibrant learning communities are built when pupils of all abilities and backgrounds thrive together, and a truly excellent education enables choice and agency for all children. This is at the heart of our comprehensive principle.

We want people on our team who are excited by the prospect of having a deep and lasting impact on the lives of young people. We want people who are honest, curious, intellectually rigorous and committed to the challenges and opportunities of innovation and collaboration. We also want people who are committed to contributing to the wider education system.

As Chief Executive, I am committed to raising standards for young people, in a sustainable way through a strong MAT operating model and an insistence on excellence whilst understanding that schools need to retain their unique identity so they can be at the heart of their communities. I also know that investing in all our people is critical to success. It is our leaders, teachers and school staff that make the difference for children every day.

Join our team and we will work together to deliver 'excellence for all', enabling all pupils and staff to thrive and be successful. If this excites you; we want to hear from you!

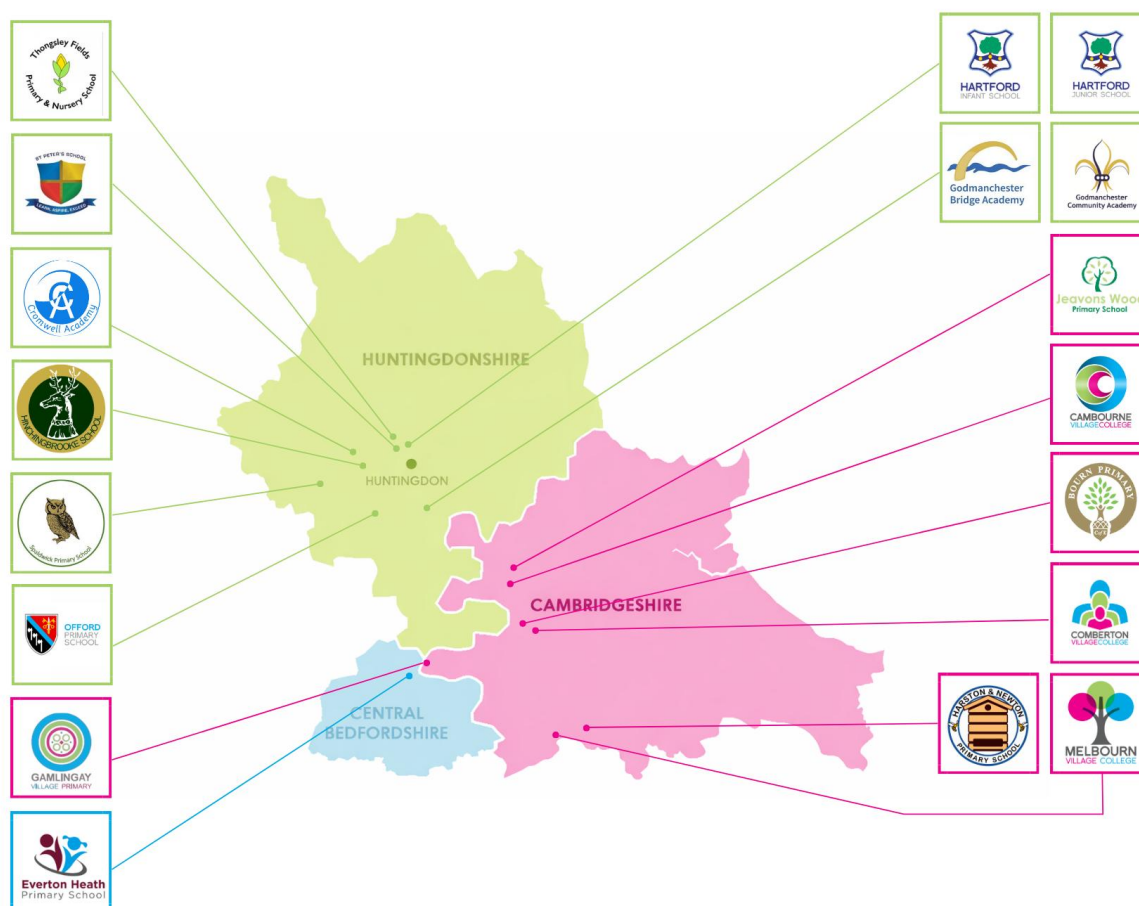
Claire Heald

ABOUT US

The CAM Academy Trust was established in 2011 and currently comprises twelve primary schools and five secondary schools, four of which include sixth forms. In January 2026, ACES Academies Trust - a Huntingdon-based multi-academy trust - merged with CAM, adding five additional schools to our family.

Our primary schools are Cromwell Academy, Everton Heath Primary School (just inside Bedfordshire), Gamlingay Village Primary, Godmanchester Bridge Academy, Godmanchester Community Academy, Jeavons Wood Primary School, Offord Primary School, Hartford Infant and Pre-School, Hartford Junior School, Harston and Newton Primary School, Spaldwick Primary School and Thongsley Fields Primary and Nursery School. Bourn Primary Academy joined as the first Associate Member in 2021.

Our secondary schools are: Comberton Village College (and Sixth Form), Cambourne Village College (and Sixth Form), Hinchingbrooke School, Melbourn Village College and St Peter's School (and Sixth Form).



ABOUT US

Continued

Teacher training (CTSN)

The CAM Academy Trust supports the training of new teachers to become qualified members of the teaching profession. We do this through our SCITT (CTSN).

As a school-based provider of initial teacher training, CTSN SCITT is very much grounded in the life of its local schools and its tutors are experienced practising teachers drawn from, not only CAM Academy Trust schools, but also a wide network of schools across the region.

Our SCITT has a strong regional reputation.

Maths Hub

The CAM Academy Trust is proud to be the base for the [Cambridge Maths Hub](#) which is promoting excellence in maths teaching across Cambridgeshire, as well as Peterborough, West Suffolk, King's Lynn and West Norfolk.

The Hub supports teachers to improve educational standards for students in our region from the youngest child in Early Years to Post-16.

The Cambridge Maths Hub offers free, high-quality professional development to maths teachers across the Hub area.

The Cabins

Our Cabin provisions are attached to four of our schools. The Cabins provide autistic students with an opportunity to be educated in mainstream settings.

We set high expectations for students but provide expert support from highly skilled and caring staff.

All our cabins strive to ensure that every pupil attains the highest possible academic achievement and offer high levels of pastoral support.



THE VACANCY

Salary: NJC Scale 5, points 12 to 17 (£28,598 to £31,022 per annum FTE). Actual salary £22,641.49 per annum on point 12 based on 30 hours per week.

Contract: Permanent, 30 hours per week - Monday to Friday 08.30 to 15.05 with a 35 minute unpaid break. Term time plus 5 training days (39 weeks per year). **Part time hours in a job share will also be considered**

Start date: As soon as possible

Place of work: Cambourne Village College, Cambourne

We are seeking a confident, enthusiastic and reliable Cover Supervisor to join our dedicated team. This is an exciting opportunity to play a key role in supporting students' learning by supervising classes during the short-term absence of teaching staff.

As a Cover Supervisor, you will be responsible for managing the classroom, ensuring students remain engaged in their learning and maintaining a positive and productive learning environment. You will deliver pre-prepared lesson materials, support students in completing set work, and uphold the school's behaviour and safeguarding expectations.

The successful candidate will have excellent communication and interpersonal skills, strong classroom management abilities, and the confidence to work with students across a range of subjects and year groups.

This role is ideal for graduates considering a career in teaching, experienced teaching assistants looking for a new challenge, or individuals passionate about making a positive difference in the lives of young people.

In return, we offer a supportive and inclusive working environment, professional development opportunities, and the chance to be part of a school community committed to helping every student achieve their potential.

Join us and help inspire, support and motivate the next generation of learners.

Cambourne Village College is an Ofsted 'Outstanding' rated, over-subscribed secondary school, eight miles from Cambridge. We opened as an academy of the Cam Academy Trust in September 2013. Our ethos is aspirational and inclusive, our staff is highly motivated, our pupils courteous and hard-working, and we have excellent facilities. A 350 place sixth form opened in September 2024, with 175 students in each of Years 12 and 13. Joining Cambourne Village College represents a unique opportunity to work in a newly-established school within a wider, high-quality Academy Trust that gives excellent possibilities for professional and career development.

For further details on Cambourne Village College, please visit the website [Homepage - Cambourne Village College](#)

HOW TO APPLY

To apply for this position, please submit your completed application form with supporting statement on [MyNewTerm](#).

Your supporting statement should demonstrate how your career to date has prepared you for this post and be no longer than two sides of A4.

Applications will only be accepted from applicants completing the application form in full. Please note that we do not accept CVs.

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

We reserve the right to interview and appoint within the application window. With this in mind, we encourage you to apply as soon as possible.

If you have any questions about this role, please contact Rebecca Shaw, Cover Manager on rshaw@cambournevc.org.

Closing date: 09.00 on Wednesday 23rd September 2026

Thank you for your interest in The CAM Academy Trust.



JOB DESCRIPTION

Salary:

NJC Scale 5, points 12 to 17 (£28,598 to £31,022 per annum FTE). Actual salary £22,641.49 per annum on point 12 based on 37 hours per week.

Line of responsibility:

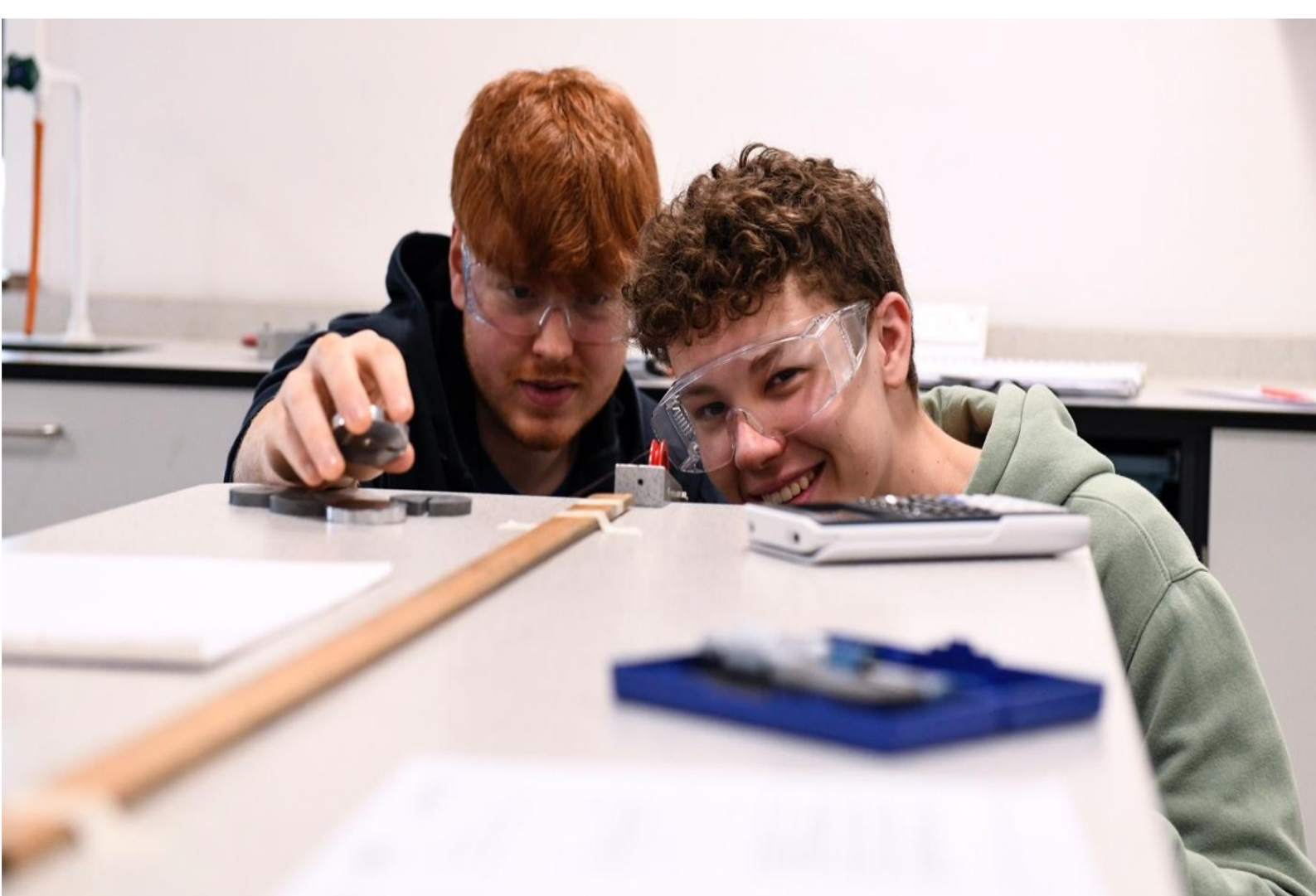
The Cover Supervisor is directly responsible to the Cover Manager.

Strategic purpose:

To supervise classes across the curriculum in following a programme of study during the short-term absence of their class teacher at Cambourne Village College.

In addition to the responsibilities described above, to carry out any other duties of a similar nature at the reasonable request of the central education team.

The job description will be subject to regular review and any changes will be made in consultation with the post holders. The aim will always be to reach agreement on any changes, but if agreement is not possible, the trust reserves the right to make the changes following consultation.



Six core principles

At the heart of our work lie the six core principles of The Cam Academy Trust. These drive everything that we do.



EXCELLENCE

We insist on the very best. This means setting out a clear entitlement to excellence for all our young people. For us, excellence comes from the highest standards of curriculum, teaching and pupil support. We adopt a mindset that keeps us striving for better.



COMPREHENSIVE EDUCATION

We are proud to educate pupils of all abilities, backgrounds and needs. Inclusive schools are vibrant communities, that are richer for their diversity. We value fairness and social equity.



BROAD EDUCATION

Our pupil entitlement offers more than just academic success. A broad education develops confidence, creativity and character. The wider experience and opportunities offered in our schools mean that our pupils have more choice and agency.



COMMUNITY

We prioritise our civic duty. Our schools are at the heart of their local communities. We draw on the best that our local area has to offer and work with community leaders to help our schools thrive.



PARTNERSHIP

Together we achieve more than we can alone. We deeply value the partnership we have with our families. CAM plays an active role in our communities, our region and the wider education system. We share, and build connections to help make the system better.



INTERNATIONAL

We think beyond borders; we value diversity. We prepare pupils to thrive in a global society, promoting cultural understanding and awareness of the wider world.

The CAM Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be subject to an enhanced DBS check, barred list check and a medical questionnaire

JOB DESCRIPTION continued

Key Responsibilities	Operational • Under the direction of the appropriate teacher, supervise pupils in class during the absence of their class teacher. • Attend staff briefings and whole staff meetings. • Take class registers, as and when appropriate. • Liaise with Heads of Department, where necessary, to clarify lesson details • Liaise with TAs regarding individual pupils being supported in class. • Administer clear instructions, based on the detailed work set, and actively participate in the supervision of the class. • Use the school Behaviour Management System to log feedback on pupils' participation and behaviour. • Contribute to behaviour management within the school, in accordance with the school's behaviour policy. • Provide feedback on learning activities and contribute to school review and development planning. Support to Heads of Year/Heads of Department Administration • To provide support/administration under the direction of the Heads of Year/Heads of Department. Exam Invigilation • Assist with the invigilation of examinations, as and when requested to do so. Possible additional areas of responsibility • Minibus driving (if applicable) • First Aid cover Support for the School • Attend and actively participate in staff meetings • Contribute to the maintenance of a safe and healthy environment • Contribute to and participate in school events and activities • Develop and maintain effective working relationships with other staff and parents/carers
Personal development	• Maintain excellent subject expertise and awareness of the latest, evidence informed practice • Engage in regular professional learning and reading. • Engage positively in the Trust's arrangement for performance management and professional growth.
Safeguarding	• Adhere to Trust safeguarding policy and procedure at all times. • Promote strong cultures of safeguarding across the Trust and schools.

	• Responsible for the safeguarding of students who are under their immediate care, following relevant school policies, reporting concerns promptly (including Health and Safety). • Safeguarding the mental health and wellbeing of students and staff
Advocacy and influence	• Be an advocate for the Trust externally and across our schools. • Be outwards facing and see opportunities for positive influence and external partnership and networking.

The CAM Academy 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.



PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Experience		
GCSE level (C and above) in English and Maths, or the equivalent	X	
Educated to degree level		X
A qualification related to supervising and/or directing pupil/student activity.		X
Willing/able to undertake first aid training		X
Working in a school or similar public/educational establishment		X
Working with students of a similar age		X
Liaising with other professional colleagues		X
Driving licence.		X
Knowledge and Interpersonal Skills		
Manage classes of pupils, delivering instructions and maintaining a purposeful learning environment	X	
Use school IT systems to deliver learning and reports	X	
Follow direction from line manager/ staff member/s covered for	X	
Participate in exam invigilation as required by Line Manager	X	
member/s covered for	X	
Participate in exam invigilation as required by Line Manager	X	
Keep a record of cover completed and a record of the work set for classes	X	
Assist in classroom support, or administrative tasks, if not needed for cover	X	
Ability to communicate effectively both verbally and in writing	X	
Commitment to the highest standards of child protection.	X	
Able to maintain an atmosphere conducive to learning in a classroom without a teacher's presence.	X	
Desire to enhance and develop skills and knowledge through CPD	X	
Ability to use own initiative	X	

Able to work flexibly in responding to supporting others on the team in the event of absence	X	
A personal manner in keeping with the school ethos towards parents, children the community and wider world.	X	
Work autonomously in completing core job functions.	X	
Able to present a suitable professional image for this role.	X	

BENEFITS

We offer the following benefits, designed to promote your wellbeing and make your time with The CAM Academy Trust satisfying and rewarding.

Core benefits

- Paid leave – enhanced sick pay, maternity pay, and adoption leave pay (linked to service) and paid leave for unforeseen personal situations.
- Pension – a generous pension scheme.
- Death in service payment – lump sum payment and an ongoing pension for your partner & children (subject to conditions & membership of our pension scheme).

Health and wellbeing

- Employee counselling and support – free, independent 24/7 help and advice for work related issues, as well as problems affecting your home life.
- Environment – good working environment with excellent facilities.

Professional development

- Professional development – full and part-funded training courses and a wide range of learning opportunities available to all staff.

Employee discounts

- Car parking – free and on-site.
- Hot drinks – tea & coffee making facilities provided.
- Cycle-to-work scheme – save £££ on a new bike and accessories.

Work-life balance

- Flexible working – all staff can make a request to work flexibly.



The CAM Academy Trust

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www.catrust.co.uk