



**TAPESTRY
LEARNING
PARTNERSHIP**

JOB OPPORTUNITY

Cover Supervisor

Chellaston Academy, Chellaston, Derby

Permanent

37 hours per week, 39 weeks per year

Pay Scale 5: £24,990 - £27,083 pro rata (£28,931 - £31,355 FTE)

Join us on an exciting journey of transformation and excellence.

At Tapestry Learning Partnership, we believe in the power of education to change lives. Formed in January 2026 through the merger of two strong trusts, QEGSMAT and Djanogly Learning Trust, we are building a future where every child succeeds and flourishes. We are excited to recruit a passionate and committed Cover Supervisor to help drive this vision forward at Chellaston Academy.

About the Role

A Cover Supervisor ensures continuity of learning by overseeing classes, guiding pupils through the learning activities provided, and helping them stay focused and productive. They maintain a calm and purposeful classroom environment, support pupils by clarifying instructions, and promote positive behaviour in line with school policies. The role involves working across different subjects and year groups, adapting to varied learning needs, and encouraging pupils to work independently. Cover Supervisors also complete essential administrative tasks such as taking registers, collecting completed work, and providing feedback on lesson progress and behaviour. When not supervising a class, they may support wider school operations, including small-group support, break-time duties, or helping with events.

Who We're Looking For

We are looking for someone who is confident, adaptable and committed to supporting high-quality learning across the school. The ideal Cover Supervisor is organised, proactive, and able to create a positive classroom atmosphere that helps pupils stay engaged and focused on their learning activities. They should be calm under pressure, able to manage behaviour in line with school policies, and demonstrate strong communication skills when interacting with pupils, staff, and other stakeholders. They must be capable of working across a wide range of subjects and year groups, responding flexibly to the needs of each class.

About Chellaston Academy

At Chellaston Academy, students are at the heart of everything we do. Our vision is to create mature, confident and successful global citizens who can thrive in an ever changing world, guided by our shared values of Integrity, Care and Excellence.

While strong academic outcomes matter, we believe success is defined by far more than examination results. We are committed to developing the whole person, nurturing qualities such as self-confidence, self-belief and self-esteem, and recognising and celebrating individual talents.

Our students benefit from a broad and balanced curriculum, and we work closely with parents and carers to ensure that, when expectations are high and shared, every child can achieve great things. This includes promoting an excellent attitude centred on respect, high standards of appearance, good manners, full attendance and punctuality.

Chellaston Academy is a school where:

- Diversity is celebrated and inclusion shapes everything we do.
- Children feel safe, happy and supported.
- High expectations drive achievement for all.
- Relationships between staff and students are strong, respectful and built on trust.
- Staff wellbeing is valued, and colleagues genuinely enjoy being part of our community.

Why Join Tapestry?

As part of our Trust, you'll benefit from:

- A supportive network of professionals who share your commitment to excellence
- High-quality professional development and career progression opportunities
- A caring, inclusive organisation that values staff wellbeing and work-life balance
- Access to a range of employee benefits designed to promote health and wellbeing

This is your chance to be part of something special. Help us shape the future and make a lasting impact.

Tapestry Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK.

Further information about our commitment to Safeguarding can be found at: [Tapestry Learning Partnership](#) Please be aware, the Trust may also consider performing an online presence check as part of their pre-employment checks.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore shortlisted applicants are required to declare all unspent cautions or convictions, and any adult cautions or convictions that are not protected (i.e. that are not filtered out) as defined by the rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020)

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this. Please call 01332 702502. Further details about our school can be found on our website: [Home - Chellaston Academy](#)

To apply for this position, please visit our careers page via our website: [Tapestry Learning Partnership](#)

JOB DESCRIPTION

Post Title:	Cover Supervisor
Reporting to:	Assistant Headteacher
Grade:	Scale 5
Disclosure Level:	Child Workforce - Enhanced, Children's Barred List

Purpose of the Post

- Supervise a prepared lesson in the absence of a class teacher ensuring that in doing so the students learning and progress is continued and maintained;
- Provide clerical and administrative support to departments;

Key Duties and Responsibilities

- In the absence of a teacher, provide leadership and supervision of and be solely responsible for a class of students during lesson time;
- Promote positive behaviour for learning of students to maintain a calm working environment, including implementation of the school's policy; rewarding students where appropriate.
- Report back, as appropriate, on the behaviour of students during lesson time and on any arising issues, or rewards to the Curriculum Leader.
- Provide classroom management to classes in the absence of a teacher (for up to a maximum of 10 consecutive days for the same teacher, including the first 3 days of absence).
- Establish positive relationships and communicate with other relevant professionals, in liaison with the class teacher, to support student learning and progress.
- Communicate the work set by the class teacher to the students and ensure that students are aware of the teacher's expectations during the course of the lesson with regard to learning and progress – including the homework set and any other extension/enrichment tasks.
- Motivate students to complete tasks set by the class teacher and encourage students to interact and work co-operatively with others to ensure that students are engaged on the set task.
- Respond to any questions from students about process and procedures.
- Deal with any immediate problems or emergencies in accordance with the school's policies and procedures.
- Collect completed work after the lesson and return it to the class teacher as appropriate.
- Contribute to the administration and delivery of examination assessments
- Invigilate examinations and be available for duties at break and lunch.
- Accompany teaching staff and students on educational visits.
- Collate a bank of supervision work for subjects at KS3 and KS4 in liaison with the relevant Curriculum Leader. Cover and supervision work should be set by the Department.
- Be aware of, uphold and contribute towards the development of the school's policies and procedures.
- Participate in appropriate school based meetings and training activities.

- Support a department with administration duties, e.g. displays etc, when not required for cover during the working day.
- Contribute to departmental improvements when it is appropriate
- Support “day to day” supply staff in locating work and help to orient

The post holder is expected to:

- Maintain strict confidentiality and adhere to data protection legislation and associated Trust policies at all times.
- Demonstrate a clear understanding of, and commitment to, safeguarding and child protection, maintaining an awareness of relevant procedures and responsibilities.
- Comply with the Trust’s Health and Safety Policy and ensure safe working practices in the performance of all duties.
- Uphold and promote the principles of the Trust’s Equal Opportunities Policy in all aspects of the role.
- Adhere to all other relevant Trust and school policies and procedures.
- Undertake any training and professional development necessary to effectively carry out the duties of the post.
- Perform any other reasonable duties commensurate with the level and responsibilities of the role, as required by the Trust.

Person Specification

Post requirements	Essential	Desirable	Evidence and Assessment
Qualifications			
GCSE qualification Grade A-C or equivalent including English & Maths	✓		Application form, certificates
HLTA – High Level Teaching Assistant		✓	Application form, certificates
First Aid qualification/committed to gain the qualification within the first 3 months		✓	Application form, certificates
Experience			
Experience working with children aged 11 – 18	✓		Application form, references
Experience of working in an office environment fulfilling a range of administration duties	✓		Application form, references
Some experience of working in education and supporting children in a classroom environment		✓	Application form, references
Experience in both KS3 & KS4 settings		✓	Application form, references
Skills			
Effective organisation and communication skills.	✓		Application form, interview, references
Ability to consistently and effectively implement whole school behaviour management policy	✓		Application form, interview, references
Knowledge of the strategies that recognise and reward effort and achievements, as appropriate to the age and development of students.	✓		Application form, interview, references
Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to students' needs, encouraging the students to stay on task.	✓		Application form, interview, references
Ability to monitor the students' response to the learning activities as agreed with the teacher to achieve the intended learning outcomes.	✓		Application form, interview, references
Ability to offer constructive feedback to students to reinforce self-esteem.	✓		Application form, interview, references

Ability to work effectively and supportively as a member of the school team.	✓		Application form, interview, references
Ability to work within and apply all school policies e.g. behaviour management, child protection, health & Safety, Equal Opportunities, etc.	✓		Application form, interview, references
Knowledge of some areas of the National Curriculum		✓	Application form, interview, references
Personal qualities			
Willingness to take part in further training opportunities	✓		Application form, interview, references
Ability to establish positive relationships with students and staff.	✓		Application form, interview, references
Ability to demonstrate active listening skills.	✓		Application form, interview, references
Ability to maintain confidentiality on all school matters.	✓		Application form, interview, references
Patience, good sense of humour	✓		Application form, interview, references
Flexibility	✓		Application form, interview, references
Good ICT skills.	✓		Application form, interview, references
A commitment to safeguarding and promoting the welfare of children and young people	✓		Application form, interview, references
Awareness and adherence to relevant Health & safety regulations and a commitment to equality of opportunity.	✓		Application form, interview, references
Ability to communicate with other professionals and parents		✓	Application form, interview, references
Knowledge of SEND/ strategies for working with ASD students		✓	Application form, interview, references