



Samuel Whitbread Academy Application Pack Learning Supervisor



BEST
BEDFORDSHIRE
SCHOOLS TRUST



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INTRODUCTION

Welcome to Samuel Whitbread 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:

Emma Saunders
HR Assistant
esaunders@bestacademies.org.uk
Tel: 01462 629900

Samuel Whitbread Academy
Shefford Road, Clifton, Shefford, Bedfordshire SG17 5QS
www.samuelwhitbread.org.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 SAMUEL WHITBREAD ACADEMY

Samuel Whitbread Academy is a large, rural upper school with approximately 1,700 students including a Sixth Form approaching 450 students. The school is situated on the outskirts of the town of Shefford, in Bedfordshire, and has all the variety and energy of a fully comprehensive secondary school.

In our most recent Ofsted report (March 2023), we were judged as Good by inspectors. We are committed to continuing our journey to reach Outstanding and are constantly striving to develop our practice and raise outcomes.

The size of the Academy and membership of BEST means that opportunities available to staff are incredibly varied and wide-ranging. We have a growing reputation for developing an exciting and innovative culture of research within the Academy and believe high quality CPD for staff and a focus on workload and wellbeing results in confident, compassionate and happy staff who strive to do their BEST.

We are always happy for candidates to contact us and arrange to come in for a visit to see the Academy, gain some perspective on the daily tasks of a Learning Supervisor and meet some of the Academy's Support Staff.

If you would like to request to come in before interview please contact Emma Saunders (HR Assistant at Samuel Whitbread Academy) on 01462 629900 or via email: esaunders@bestacademies.org.uk



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 on Sunday 27th September 2026

Interview date: Thursday 1st October 2026

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	Learning Supervisor
Based at	Samuel Whitbread Academy
Salary/Grade Range	NJC Scale 3D Points 7-11 pro rata (FTE £27,274 - £29,071 pro rata; actual £23,747 – 25,312 per annum)
Responsible to	Vice Principal & Head of Department
Hours	37.00 hours per week, term time only (including 5 training days).

Purpose of Role

To cover in the absence of a Teacher by supervising pupils who are carrying out work set, in advance, by the Teacher and to support with Department administrative tasks. This role will be based across the school site in various different Departments.

Duties and Responsibilities

- Register classes as and when required by the Cover Manager.
- Direct the learning of classes as and when required by the Cover Manager under the direction of the Head of Department following the cover checklist provided by the Teacher.
- Organise and renew learning resources in association with Head of Department.
- Order consumable resources as required using the Academy order system.
- Provide administrative support to departments under the direction of the Head of Department to which they have been assigned when not required for the duties outlined above.
- Complete display work under the direction of the Head of Department to which they have been assigned when not required for the duties outlined above.
- Undertake any other associated task or duty as reasonably directed by the Cover Manager, within their competence.
- To be prepared to be trained and act as a First Aider.
- To be prepared to be trained and act as a Minibus Driver.

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 Principal to undertake work of a similar level that is not specified in this job description.



PERSON SPECIFICATION

Job Title: Learning Supervisor

Attributes	Essential	Desirable
Education & Qualifications	Educated to GCSE level (or equivalent) with English and Maths at A*-C or Grade 4 and above	Educated to A-Level or above
Professional Experience	Previous experience of working in a school or educational establishment.	Previous experience in a classroom support role
Professional Knowledge, Skills and Understanding	- Understanding of the educational system and National Curriculum - Ability to maintain discipline in a classroom situation	Knowledge of behaviour management strategies
Personal Qualities	- Willingness to undertake training - Ability to work on own initiative - Ability to work effectively as a member of a team - Willingness to be trained and act as a First Aider - Willingness to be trained and act as a Minibus Driver - Effective communication and interpersonal skills including the ability to converse at ease in accurate spoken English with adults and children	
Physical	Ability to perform all the physical duties and responsibilities of the post.	
Other	- A commitment to equality principles and practices - Knowledge of relevant safeguarding / child protection legislation and best practice - Value and respect the views and needs of children and young people - Appropriate DBS clearance (before the post is taken up)	

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

