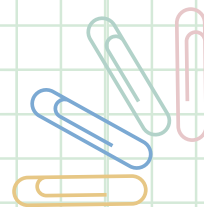
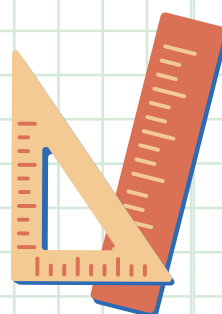
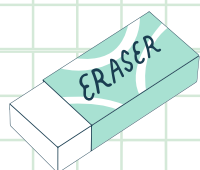




Wootton
Academy Trust

COVER SUPERVISOR

Job Pack



Welcome

from the Executive Headteacher

Dear Applicant,

Thank you for your interest in the post of Cover Supervisor at Wootton Academy Trust.

We are two institutions on the western edge of Bedford that work closely together to educate over 1600 students: Wootton Upper School for Year 9 -11 pupils and neighbouring Kimberley College for students in years 12 and 13.

We are at an exciting time in our development. From 2026 our Upper School will become a Year 7 – 11 secondary and grow over time from 900 to 1350 students. Kimberley is also significantly oversubscribed and growing to 800 students and beyond. The opportunities that come from this are huge.

Both settings have been inspected in recent times and found to be “Good” across the board – Wootton in November last year, and Kimberley in May 2023. Teachers can get on and teach because students behave and work hard.

However, we have lots of things we must do better right now for our students and the local community. We want to run superb schools with great outcomes for all students, enabled by a high-performing, happy staff body, and a reputation as a great place to learn and work. We are working hard to build a strong culture based on great attendance and behaviour by students. And we are developing a curriculum that is ambitious and knowledge-rich, recognises the importance of subject disciplines, and immerses students in the best that has been thought and said.

If you share our passion for knowledge and handing it on to future generations, and are motivated to find out more about us, then please visit our website or get in touch with us for a chat. We’d love to show you around and have you see for yourself a place where teachers can teach and students work hard. Details of the application process are at the end of this recruitment pack.

We look forward to receiving your application.

Yours sincerely,



Mark Lehain
Executive Headteacher

About WAT

TRUST VALUES

Wootton Academy Trust is committed to the pursuit of **excellence**, with an unrelenting drive to ensure that every student makes great progress, achieves exceptional standards and realises their potential.

It is important to us that all students are able to access a wide range of **enrichment** activities in our academies, to realise their full potential and to be able to operate with great **independence** in adult life. Therefore, we are committed to providing all students with lots of diverse **opportunities** including developing their awareness of the importance of British values, of upholding the rule of law, tolerance, respect, democracy and **equality**.

We are committed to providing our students with skills to enable them to play active roles in our **community** and in the wider networks in which we all operate, in **partnership** with others.



"The pursuit of excellence underpins everything we do"



Our **vision** is to operate academies which are genuinely inclusive; Wootton Academy Trust (WAT) strongly believes that its provision should be judged by how its academies nurture the most vulnerable students in their communities to maximise their future social mobility.

We operate caring and supportive communities where everyone is encouraged to flourish. We are committed to providing all our learners the best education possible. We, therefore, nurture high aspirations and work collaboratively with others to provide outstanding opportunities.

It is important to us that everyone knows they are valued, and we will celebrate each student's individual journey as they take their next steps, well prepared for life in modern Britain.

Key Facts

	 Wootton Upper School	 Kimberley Sixth Form
Last Ofsted	Nov 24	May 23
Ofsted Judgement	Good in all areas	Good
PAN	297 students 10 forms of entry	350 students (2024)
Year Established	1975	2013
Type of School	Converter Academy part of Academy Trust	Sixth Form Free School part of Academy Trust
Age Range	13-16	16-19
Number of Students on Roll	892	703 (currently), rising to 800 Sept 25,
Number of Students in Sixth Form	N/A	As above
% of SEND Students	16%	6%
% of EAL Students	7%	18%
% FSM Students	18%	7%
% of Pupil Premium Students	21%	8%
School Website	https://www.woottonupper.co.uk/	https://www.kimberleycollege.co.uk/

About the role

To supervise classes across the curriculum (KS3 and KS4) in following a programme of study during the short-term absence of their class teacher.

To contribute to raising standards by providing support to departments and the whole school.





Job Description

Job Title	Cover Supervisor
Reporting to	Assistant Head (Curriculum)
Line Management responsibility	N/A
Hours	32.5 hours per week, term-time only (including 5 training days) Monday to Friday 08:15 - 15:15 including a 30-minute unpaid lunch break
Location	Wootton Upper School
Salary Scale	Level 4A, Point 11-15 (depending on experience) £21,238 - £22,658 gross per annum (actual salary)



Accountabilities & Responsibilities

1. Cover Supervision:

- Under the direction of the Assistant Head, supervise pupils in class during the absence of their class teacher creating and maintaining a purposeful and orderly learning environment.
- Take class registers.
- Liaise with Subject Leaders and class teachers to ensure that the work set is understood.
- Administer clear instructions to the class, based on the detailed work set, and actively supervise pupils as they carry out the instructions.
- Inform the class teacher of any non-participation by individual pupils.
- Liaise with Teaching Assistants regarding individual pupils being supported in class.
- Contribute to the planning and evaluation of work set for covering lessons.
- Contribute to behaviour management within the school, in accordance with the school's Behaviour Policy.



2. Support for the School:

- Be aware of and comply with policies and procedures related to child protection and safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Be aware of and support differences to ensure all pupils have equal access to opportunities in order to learn and develop
- Contribute to the aims and ethos of the school.
- Work with and support the Pastoral Support Officers when not covering lessons.
- Develop and maintain effective working relationships with other staff and parents/ carers.
- Attend and actively participate in relevant meetings as required.
- Participate in training and other learning opportunities as required.
- Contribute to and participate in school events and activities.
- Contribute to the maintenance of a safe and healthy environment.









3. General Duties:

- Support departments and the whole school with the preparation of resources.
- Contribute to the life of the school including the delivery of enrichment sessions as necessary.
- Supporting Inclusion Work in the school's inclusion facility to support pupils with special needs.
- Undertake lunchtime duty as directed by the Assistant Head.
- Invigilate examinations on those occasions where there is no allocation of cover supervisor duties.
- Assist in the general efficient operation of the school, including providing cover for other support staff where necessary and as directed by the Assistant Head.
- Carry out general administration tasks including photocopying, filing, shredding, data input and preparing display boards when required.
- To ensure a duty of care at all times to safeguard and promote the welfare of all pupils.
- Whilst every effort has been made to explain the main 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 management to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility.
- The job description will be reviewed through the appraisal process.


Person Specification





CRITERIA In assessing these criteria, the focus will be on demonstration of the necessary experience/knowledge to fulfil the overall strategic function as IT and Digital Innovation Lead	ESSENTIAL (E) DESIRABLE (D)		WHERE ASSESSED
	E	D	
QUALIFICATIONS			
Educated to GCSE Level with 5 passes C+/4+ including English and Maths			A
Teaching Assistant Qualification			A
First Aid at Work qualification			A
Evidence of further education and training particularly in a school setting			A
EXPERIENCE			
Experience of working in a school environment within a classroom setting			A, I, R
Experience of managing and engaging groups of young people to learn.			A, I, R
Experience of working with young people with additional needs or behavioural and emotional issues.			A, I, R

KNOWLEDGE & SKILLS

Ability to manage pupils in a classroom situation to promote learning			A, I, R
A high level of organisational ability			A, I, R
Possesses good interpersonal skills, with the ability to communicate effectively verbally and in writing with both staff and pupils			A, I, R
Have an authoritative and confident manner and be able to remain calm in difficult situations and influence behaviour of pupils positively			A, I, R
Ability to work independently and as part of a team.			I, R
Sound knowledge of Information Technology and current issues in this area, including the use of ICT in effective teaching and learning.			I, R
Have an understanding of the educational system and current developments			I, R
Demonstrate a knowledge and understanding of behaviour management strategies and application of these.			I, R

PERSONAL COMPETENCIES & SKILLS

Ability to learn quickly and have a flexible/ adaptable approach with a willingness to undertake any other duties of a similar level as and when required.			
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A commitment to safeguarding and promoting the welfare of children			A, I, R
A liking and respect for young people			A, I, R
Be able to maintain appropriate professional relationships with colleagues and pupils			A, I, R
Excellent attendance and punctuality			A, I, R

Key: A = Application I = Interview R = References

PLEASE NOTE: The Selection Panel will use the Person Specification criteria above to shortlist. Please demonstrate how you meet the criteria in order to be shortlisted



EMPLOYEE BENEFITS



- COMPETITIVE SALARIES



- TPS AND LGPS DEFINED CONTRIBUTION PENSION SCHEMES



- A COMPREHENSIVE EMPLOYEE ASSISTANCE PROGRAMME



- HIGH QUALITY CPD PATHWAYS



- GENEROUS HOLIDAYS



- AN EXCEPTIONAL ECT INDUCTION PROGRAMME



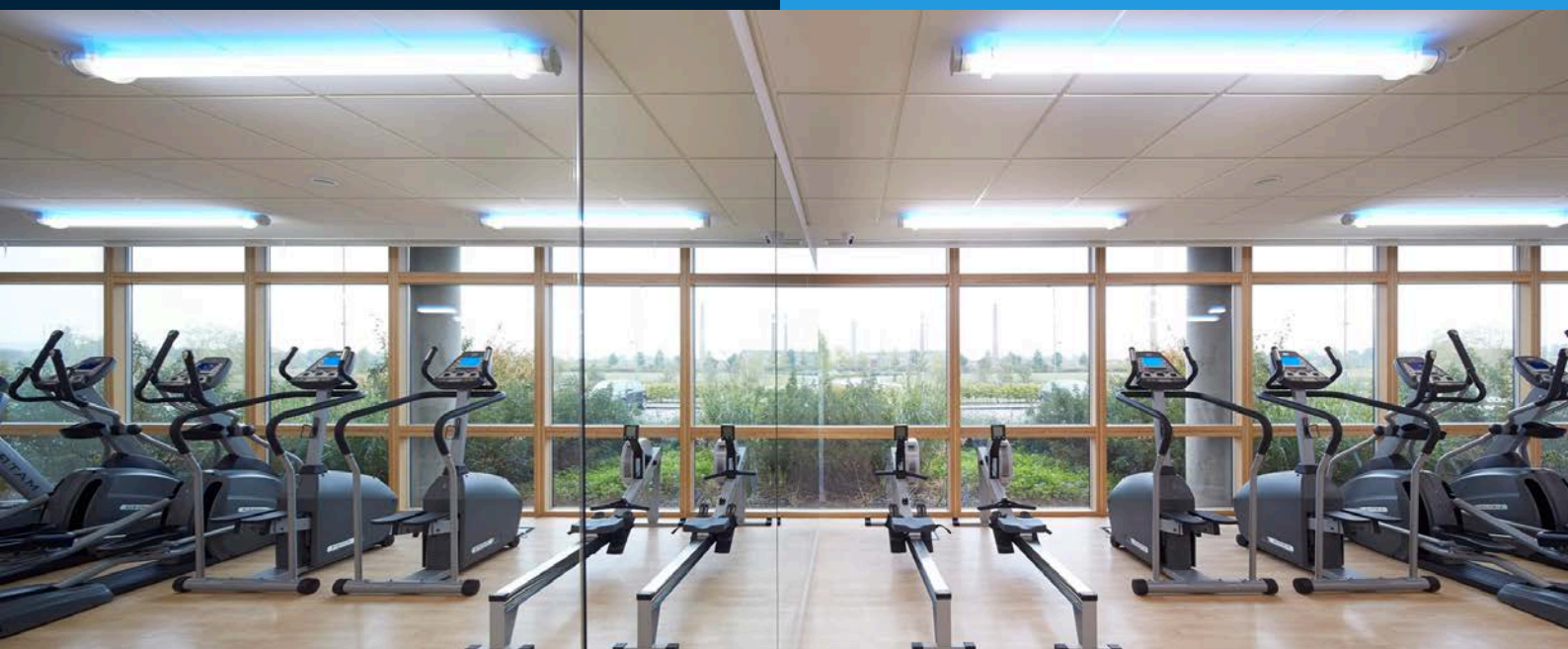
- FREE GYM AND SHOWER FACILITIES



- INDIVIDUAL DIGITAL DEVICES FOR STAFF



- ON-SITE COFFEE SHOP





How to Apply

APPLICATION PROCESS

To apply, please send the completed Application Form via MyNewTerm
<https://mynewterm.com/jobs/5411/EDV-2025-WAT-57957>.

Your supporting statement should demonstrate how you meet the requirements set out in the Person Specification.

CLOSING DATE

Open until filled. Please apply at the earliest opportunity. We reserve the right to close the vacancy early should we receive applications from outstanding candidates.

INTERVIEWS

Shortlisting will take place upon receipt of applications.

References will be taken up shortly after shortlisting and prior to interview using the contact details you supply on your application form.

NOTIFICATION & FEEDBACK

Candidates who have been interviewed will be notified of the outcome as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached. Unsuccessful candidates will also be given constructive feedback.

SAFEGUARDING

The Wootton 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. Candidates are expected to demonstrate a sound understanding of the leadership of and contribution to a safeguarding environment. The successful candidate will be required to undergo an enhanced DBS with barred list check followed by safeguarding training as part of their induction.

DATA PROTECTION

As part of our recruitment process, Wootton Academy Trust collects and processes personal data relating to job applicants. The Trust is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. For further information about this and to read our Data Protection and Freedom of Information Policy, please visit the school's website.

Thank you for your interest

