

# TENBURY HIGH

ORMISTON ACADEMY



*A role at Tenbury High Ormiston Academy offers a future working with extraordinary children within an exceptional team.*

**JOB TITLE:** Cover Supervisor – Permanent

**START DATE:** September 2026

**SALARY:** Grade 5 SCP 15-19 FTE £30, 024 - £32,061  
Actual salary: £22,684 – £24,223  
32.5 hrs per week, term time only plus 5 days training



Tenbury High Ormiston Academy, Oldwood Road, Tenbury Wells, WR15 8EJ

[www.tenburyhighormistonacademy.co.uk](http://www.tenburyhighormistonacademy.co.uk)

T: 01584 810304





# Cover Supervisor

Tenbury High Ormiston Academy is a truly unique, small, rural 11-16 academy in the beautiful setting of North-West Worcestershire. It is part of Ormiston Academies Trust (OAT) which is one of the largest not-for-profit multi-academy trusts in England who educate over 30,000 pupils across six English regions, in 31 secondary schools, seven primary schools and one special school. It is one of the longest established trusts and has been sponsoring academies since 2009. OAT's mission is to become the Trust that makes the biggest difference, both inside and outside the classroom.

Our pupils at Tenbury High are happy, well behaved and proud of their school. The academy has a strong vein of moral purpose where the child is at the heart of all we do. We invest in our pupils and our staff to ensure all are supported to be the best they can be.

**We are seeking to appoint an enthusiastic, reliable and committed Cover Supervisor to join our successful and ambitious academy.**

The successful candidate will play a key role in maintaining continuity of learning in the absence of teaching staff and supporting pupils to engage positively with their work.

This is an excellent opportunity to join a welcoming school community that values teamwork, professionalism and high standards.

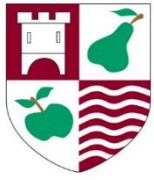
Tenbury High Ormiston Academy has many exceptional features and is a great place to work.

- Our pupils who are happy, well behaved, positive in outlook and genuinely proud of the academy;
- Staff and pupil relationships are excellent;
- We have a stable and very committed, welcoming and hardworking staff
- Our staff teams work collaboratively and supportively to provide the best provision for our pupils;
- We offer an effective and bespoke CPD model providing regular opportunities for professional development;
- We have a highly supportive and engaged board of governors and an equally supportive local community and multi academy trust;
- We are on an exciting and fast-paced improvement journey

We hope that you will apply if you:

- have a positive, caring and inclusive outlook;
- want the best for all children
- enjoy a challenge and making a difference to the life chances of all our pupils
- set high standards and inspire pupils to meet them

Please visit the school website [tenburyhighormistonacademy.co.uk](http://tenburyhighormistonacademy.co.uk) to find out more about us.



# TENBURYHIGH

## ORMISTON ACADEMY

Oldwood Road, Tenbury Wells  
Worcestershire WR15 8XA  
Tel: 01584 810304  
Email: [admin@tenburyhigh.co.uk](mailto:admin@tenburyhigh.co.uk)

Principal: Mrs V Dean  
Vice Principal: Mrs D Wall  
Assistant Principal: Mr A Wilks



A Specialist Science and  
Mathematics College

April 2026

Dear Applicant

### Cover Supervisor Grade 5 – SCP 15-19 32.5 hours per week, term time only plus 5 days training

---

Thank you very much for the interest that you have shown in the above post at Tenbury High Ormiston Academy.

We are a truly unique, small, rural 11-16 academy in the beautiful setting of North-West Worcestershire. Our pupils are happy, well behaved and proud of their school. The academy has a strong vein of moral purpose where the child is at the heart of all we do. We invest in our pupils and our staff to ensure all are supported to be the best they can be. We are on a fast – paced improvement journey where we are seeing impact of our improvement strategy in terms of behaviour, attendance and outcomes. This is an exciting time to join our school and be a part of this journey.

We are currently looking to appoint a Cover Supervisor to start in September. This is a vital role to the operation of school life, delivering pre-prepared lessons for short term planned and emergency teacher absence to ensure consistency in learning for pupils across the five years.

The academy requires a candidate who sees the best in children, can motivate them as well as build supportive, respectful relationships with young people. The role also requires someone who can work under pressure, think on their feet and adapt quickly.

We would encourage all prospective candidates to visit the academy to tour and meet with other members of the staff and our pupils. In addition, I encourage you to visit our website; take a look at our Facebook page and email the Principal's PA – Mrs Sheppard on [csheppard@tenburyhigh.co.uk](mailto:csheppard@tenburyhigh.co.uk) - if you have any specific questions.

I am grateful for the interest that you have shown and would urge you to apply for the post by completing and returning the application form.

Please note that the closing date is **Friday 15<sup>th</sup> May** and we expect to hold interviews **Thursday 21<sup>st</sup> May**.

I do understand the effort required to submit an application and appreciate the time that you will take to do so.

Warm regards

Vicki Dean  
Principal

## **Job Description**

**Role – Cover Supervisor**

**Grade 5 – SCP 15-19**

**32.5 hours per week, term time only plus 5 training days**

The role of Cover Supervisor is to supervise whole classes of pupils and ensure that set work is completed in the absence of the teacher. Cover is provided for the short-term absence of teaching staff so that effective and high quality face to face teaching can be maintained during short term teacher absence.

### **As a cover supervisor you'll typically need to:**

- Organise planned and unplanned staff cover using the academy's information management system (Arbor)
- Supervise whole classes undertaking pre-prepared activities provided by a teacher during the short-term absence of a teacher.
- Manage the behaviour of pupils whilst they are undertaking work.
- Collect any completed work after the lesson and return it to the appropriate teacher.
- Report back as appropriate using the agreed referral procedures on the behaviour of pupils during the class and any issues arising.
- Issue achievement and behaviour points
- Respond to any questions from pupils about process and procedures so they can continue with their set work.
- Deal with any immediate problems or emergencies in accordance with the academy's policies and procedures to ensure that pupil/employee safety is assured.
- Maintain records of work done during cover supervision periods.
- Prepare the classroom/outside areas for lessons, ensuring resources are available and cleared away at the end of lessons as appropriate.
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate.
- Exchange information with staff
- May invigilate exams and tests.
- Will do a up to three break time duties as part of whole school rota
- May assist escorting pupils on educational visits.
- There is a need to interpret information and situations and may respond independently to problems and situations in line with procedures but may refer to the line manager for more unusual/difficult problems.
- To work effectively as part of the academy team.
- Where there is no teacher absence, you will be directed to alternative duties such as teaching assistant work or administrative duties.

*Tenbury High Ormiston Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. This post is covered by the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 and you will be required to declare whether you have any criminal convictions. Tenbury High Ormiston Academy is an equal opportunities employer and welcomes applications from all sections of the community. All successful appointments will be subject to suitability checks in accordance with KCSIE, including identity, Right to Work, qualifications, online searches, Prohibition check, two references and enhanced DBS check including Children's Barred List.*

## Personal Specification – COVER SUPERVISOR

Essential	Desirable
<ul style="list-style-type: none"><li>• GCSE English and Maths – grade C or above – or equivalent.</li><li>• Adaptable and flexible</li><li>• Can build excellent relationships</li><li>• Self-motivated and self-confident</li><li>• Strong communication skills</li><li>• Proactive</li><li>• Team player</li><li>• Evidence that you have worked as part of a team</li><li>• Sense of humour</li><li>• Organisational and planning skills</li><li>• IT literate</li><li>• Consistently high expectations of self and other</li><li>• Creative problem solver</li><li>• Commitment to the highest standards of child protection</li><li>• Enjoy working with young people</li><li>• Demonstrate energy, vigour and perseverance and promote an “I can” philosophy</li><li>• Can work under pressure, prioritise time and meet deadlines</li><li>• A willingness to develop your own professional learning</li><li>• A positive role model to staff and pupils</li><li>• A professional work ethic</li><li>• Full driving licence and own car</li></ul>	<ul style="list-style-type: none"><li>• Experience of working with young people</li><li>• Willingness to take on delegated responsibility</li><li>• Ability to manage resources</li><li>• Ability to anticipate problems and identify opportunities</li><li>• Experience working in an educational setting</li></ul>