



COCKBURN
MULTI-ACADEMY TRUST
TRANSFORMATION TO EXCELLENCE



We're Hiring

Recruitment Booklet

Cover Supervisor

COCKBURN SCHOOL 
Specialist status in the Performing Arts Learning for Life

COCKBURN JOHN CHARLES ACADEMY 
Learning for Life

COCKBURN LAURENCE CALVERT ACADEMY 
Learning for Life

COCKBURN INGRAM ROAD ACADEMY 
Learning for Life

FOOTSTEPS
to success



MIDDLETON PRIMARY SCHOOL



COCKBURN REACH ACADEMY 
Learning for Life

 **MINDFUL EMPLOYER**



0113 271 9962



recruitment@cockburnmat.org



www.cockburnmat.org

Job Description – Cover Supervisor

Post:	Cover Supervisor
Required:	September 2026
Pay scale and salary:	C1, SCP 12-17
Contract Type:	Permanent
Hours of work:	Full time, 37 hours per week term time only plus 3 additional training days

Accountable to: Assistant Headteacher

Purpose of Role:

The main role of the Cover Supervisor is to cover for absent colleagues, either teaching or non-teaching, during normal school hours. The Cover Supervisor will be managed by the Assistant Headteacher, who is responsible for daily school organisation. The remaining hours after school will be for the planning of lessons, preparation of materials/resources and assessment. When Cover Supervisors are not required for substitution for teaching staff, they will be used to cover non-teaching colleagues and if this is not required they will support in departments.

Cover Supervisors will be expected to take part in the regular in-house training that is provided for teaching staff and attend directed time meetings.

Main Duties:

- Supervise the learning of whole classes in the absence of a Teacher
- Prepare lesson content and resources under the guidance, and with the support, of the subject Teacher or Subject Leader
- Mark the work completed during the lesson where appropriate, in line with the school's Marking Policy
- Carry out the policies of the department and the school throughout the lesson, in particular Lesson Monitor, Assessment for Learning and Positive Discipline for Learning
- Encourage and support students in their learning and to ensure that they have a positive learning experience
- Provide oral or written feedback to the subject Teacher or Subject Leader about the progress made in the lesson
- Ensure that the classroom environment is conducive to learning and that all the resources required are available
- Any other duties commensurate with the post

When not required for lessons, a Cover Supervisor will also be expected:

- To undertake the roles of Teaching Assistants or Learning Managers in their absence or where there is an identified need
- Provide supervisory support for students on visits, taking part in special events in school and out of hours learning
- Invigilate exams
- Undertake relevant training
- Release the Subject Leader to carry out learning walks, lesson observations and other departmental business

Any other duties and responsibilities

- All the above duties and responsibilities to be carried out in accordance with Cockburn Multi-Academy Trust Policies, Academies Financial Handbook and current legislation with an emphasis on Safeguarding, Customer Care, Equal Opportunities including preventing sexual harassment, Data Protection and Health and Safety
- Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct
- Be aware of and support differences ensuring fairness and equal opportunities for all
- Contribute to the overall vision and values of the Trust
- Enable and support the role of other professionals
- Work collaboratively and effectively as part of a team
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and professional development as required
- Flexible and to work at different sites as required

The duties and responsibilities highlighted in the job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Person Specification

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

QUALIFICATIONS	Essential	Desirable	MOA
Either NVQ level 3 for Teaching Assistants or Equivalent qualification or degree or Relevant experience working in a similar role	*		A/Q
5 GCSE's A* - C/ 9-4 including English and Mathematics	*		A/Q
A-level/Degree in relevant subject		*	A/Q
KNOWLEDGE/ SKILLS	Essential	Desirable	MOA
Excellent numeracy/literacy skills	*		A/Q/R/S
Ability to engage children and young people to develop a love of learning	*		A/S/R
Work constructively as part of a team	*		A/S/R
Ability to accurately identify, monitor, record and reports on student progress	*		A/S/R
Knowledge and skills to safeguard the welfare of CYP and uphold your professional responsibility	*		A/Q/R/S
Understanding of effective teaching and learning strategies including behaviour	*		A/S/R
Working knowledge of national curriculum and other relevant learning programmes/strategies	*		A/S/R
Effective use of ICT/technology to support learning	*		A/S/R
Understanding of needs of SEND and SEMH students & ability to adapt support to meet these needs	*		A/S/R
Understanding of classroom roles and responsibilities and your own position within these	*		A/S/R

Ability to self-evaluate learning needs and actively seek learning opportunities	*		A/R
<u>EXPERIENCE</u>	<u>Essential</u>	<u>Desirable</u>	<u>MOA</u>
Experience of working with children of relevant age	*		A/R/S
Experience of leading sessions with children and young people within a classroom environment	*		A/R/S
Experience of working with individuals with Special Educational Needs & Disabilities and/or Social, Emotional, Mental Health Needs		*	A/R/S
<u>PERSONAL QUALITIES</u>	<u>Essential</u>	<u>Desirable</u>	<u>MOA</u>
A passion for education and making a difference	*		R/S
Excellent and confident communicator	*		R/S
Effective team member	*		R/S
Energy, enthusiasm and a sense of humour	*		A/S/R
Ability to motivate self and others	*		A/S/R
Willingness to contribute to the wider life of the Academy and Trust	*		A/S/R
Emotional resilience - recognising that working in Education is demanding and approach the challenge positively	*		A/S/R
Subscribe to the ethos of the Trust and go the extra mile in terms of time and commitment to get the very best from students	*		A/S
The postholder must have a command of spoken English which is sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependent on the audience.	*		Q/R/S
Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.			
This role is subject to a six-month probationary period and satisfactory enhanced DBS check. As one organisation Cockburn Multi-academy Trust expects all its employees to work across any academy within the trust as and when required.			

Cockburn MAT is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.

METHOD OF ASSESSMENT (MOA)	A =	Application Form
	Q =	Qualification
	R =	References
	S =	Selection Process

COCKBURN

CAREER PATHWAYS

What job roles am I interested in?

Pastoral

Safeguarding Officer, Family Support Worker, Early Intervention Therapeutic Worker, Attendance Outreach Worker, Outreach Co-ordinator, Early Intervention Worker Assistant SENCO, Head of Year

Facilities

Cleaner, Cleaning Supervisor, Caretaker, Caretaker, Site Manager, Premises Assistant, General Kitchen Assistant, Senior Catering Assistant, Catering Supervisor, Catering Manager

Data/technical support

Reprographics, Data Assistant, Data Manager, Trust Data and MIS Officer, IT Technician, Senior IT Technician, IT Manager

Operational

Receptionist, Administrator, Office Manager, School Business Manager, Personal Assistant to Head of School/ Executive Headteacher, Exams Officer, Finance Assistant, Finance Officer, Trainee Accountant, Finance Manager, HR Manager, Head of HR, Deputy Chief Operating Officer, Chief Operating Officer

Classroom support

Midday Supervisor, Before/After School Club Assistant, Playworker, Nursery Assistant Child and Family Practitioner Behaviour & Learning Inclusion Practitioner, Teaching Assistant, Learning Mentor, Cover Supervisor, HLTA, DT/Art/Food/Science Technician LRC Coordinator

Routes into teaching

QTS, QTLS, PGCE, SCITT, School Direct Teach First, Teaching Apprenticeship, Straight to Teaching

What career path should I take?

Ongoing training and development

PDD Days, annual updates, staff briefings, departmental specific training, away days

What qualifications do I need to reach my goal?

GCSEs, A Levels, NVQs, diploma, foundation degree, PGCE, QTS, ECT, Level 3 TA, CIPD, accountancy, H&S, NEBOSH, computing and IT, apprenticeship

Annual appraisal

CPD, training and development, career aspiration conversations, succession planning

Training for new starters...

Staff induction, statutory training including child protection and safeguarding, online safety, data protection, school policies, behaviour management

What internal training may there be available?

Shadowing, acting up, secondments, mentor support, volunteering, associate roles

How do I find out more about job roles?

Job adverts/website, line manager, careers officer, departmental heads, teacher training lead, HR

Smart clinic resources

Self-care and personal development

National College resources

Teaching and learning, pedagogy. SEND, admin, finance, staffing, recruitment, facilities, H&S

Our values and ethos

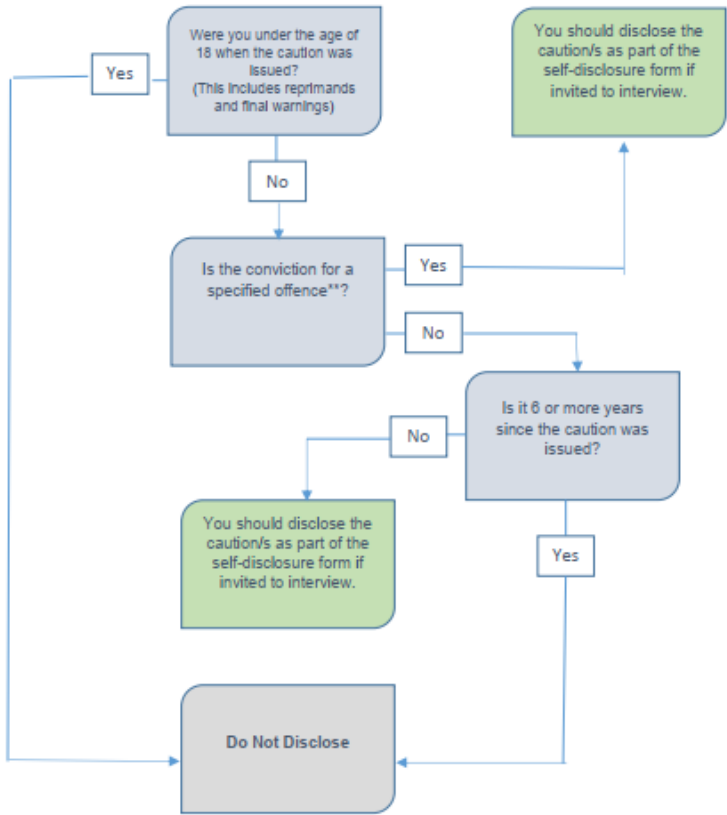
Equality, diversity and inclusion, high quality professional development, internal coaching and individual CPD rewarding jobs, lifelong learning, growth mindset, work life balance, flexibility

SUPPORT STAFF



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Disclosure of a Caution
(this includes reprimands and final warnings)



**<https://www.gov.uk/government/publications/dba-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

Disclosure of a Conviction
Please work this through for each conviction you have separately even if they were part of the same legal proceedings

*https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/935747/draft-rehabilitation-offenders-act-1974-exceptions-order-1975.pdf

**<https://www.gov.uk/government/publications/dba-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

