



# APPLICATION PACK

**ACADEMY:** Manor Drive Secondary Academy

**ROLE:** Cover Supervisor

**START DATE:** Immediate

**SALARY:** Grade 7 Point 12 Actual Salary £22,668  
Monday, Tuesday and Thursday 8am – 4pm  
Wednesday 8am -4.10pm  
Friday 8am – 2.15pm  
50 mins unpaid lunch  
Term Time plus 5 days

34 hrs 15 mins per week  
Paid duties are available

**CLOSING DATE:** Monday 19 January 2026



**11-16 Non-selective, all ability Secondary School**

Year 7 – 150 students  
Year 8 – 150 students  
Year 9 – 180 students  
Year 10 – 150 students

**Headteacher:**  
**Mrs J Sludds**



**The Four Cs Academy Trust**  
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## FOUR Cs ACADEMY TRUST

Dear Applicant,

We are delighted that you are considering applying for a role at Manor Drive Secondary Academy, part of the Four Cs Academy Trust. Our vision is to ensure that every student succeeds; build on what learners already know; make learning vivid and real; make learning an enjoyable experience; and enrich the learning experience that we offer.

The Four Cs MAT, became a legal entity in March 2017, and provides a framework for strong primary / secondary links, allowing skilled leaders and practitioners from all institutions to come together to enable students to flourish and achieve.

In September 2022 the Trust opened two new schools: Manor Drive Primary Academy and Manor Drive Secondary Academy.

The Trustees and Governors of the institutions are fully committed to celebrating the success of every child and providing excellence in the classroom. If you are interested in working for a forward-thinking Trust with a wealth of opportunities to work across sites and Key Stages, look no further. Successful new recruits can look forward to extensive support and professional development which can be translated into excellent outcomes for the young people which we serve.

For more information, please visit [www.fourcsmat.org.uk](http://www.fourcsmat.org.uk)



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## MESSAGE FROM THE CHAIR OF GOVERNORS

Thank you very much for your interest in the post at Manor Drive Secondary Academy. This post is an exciting opportunity to work in a wonderful secondary school.

We want all our students to become independent and confident young people, who are sensitive to others, interested in the world around them and prepared for the challenges ahead.

The Governors have an important role in supporting the Headteacher in the delivery of a great education, framed by our core values: Knowledge, Strength, Respect and Ambition.

We are looking for colleagues who can lead by example, holding and articulating the Academy's vision and values and focusing on providing an excellent education for our students.

Thank you again for your interest in Manor Drive Secondary Academy and Four Cs MAT and I hope that the information contained within this pack provides information to help you to decide if you have the right qualities, skills and experience to apply for this exciting position.

Yours sincerely



Jonathan Theobalds  
CHAIR OF GOVERNORS



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## MESSAGE FROM THE HEADTEACHER

Thank you for your interest in the role at Manor Drive Secondary Academy.

Manor Drive is a very supportive school. Our students are very well mannered, respectful of each other and proud of their school. They are a pleasure to teach. Relationships with parents are constructive and parents are keen to support the school and the children's learning. The staff are highly skilled, with a wealth of experience and expertise. We are all determined to ensure that students make exceptional progress in all facets of their life. We are looking to appoint dynamic, enthusiastic and inspirational colleagues to join our growing team.

I hope that having browsed our website and reviewed the information provided you will be interested in applying for this post. If you have any questions or wish to arrange a visit to the school, please contact Penny Noble on [pnable@manordrivesecondary.org.uk](mailto:pnable@manordrivesecondary.org.uk)

This is an incredibly exciting time to join Manor Drive Secondary Academy to play a vital role of ensuring that we provide outstanding opportunities to the students in our school.

Yours sincerely



Jo Sludds  
HEADTEACHER



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# Working at MDSA

The staff are highly skilled, with a wealth of experience and expertise. We are all determined to ensure that students make exceptional progress in all facets of their life. We are committed to encouraging positive work environments that promote the physical and mental wellbeing of our staff. The capability, capacity and comfort of our colleagues is a priority for us. In a recent survey, 100% said they were either happy, really happy or loved their job! We asked staff to give us feedback about what it is like to work at MDSA, here are some of their wonderful comments:

## Quotes from Staff

"I love the atmosphere at Manor Drive Academy, it is so friendly and feels like such a positive community. Every day I walk into school I feel excited at what the day might hold which is not something I have always felt in other school I have worked in. We have some amazing students at Manor Drive and staff that go above and beyond to work with them. The wellbeing of staff and students is one of the key elements of the school DNA which makes it not just a safe place for staff and students but also a place full of possibilities. The enrichment programme that we run means that there are so many options to explore and try out creative ideas for the students to get involved in. The senior team are genuinely concerned with making sure that staff are looked after and have the best opportunities to grow and develop. This is by far the best school I have worked in."

"MDSA is a place of work where staff wellbeing is a priority and not just lip service"

"I feel incredibly grateful for the unwavering and ongoing support and guidance I've received from my mentor and colleagues at MDSA throughout my teaching journey. Their encouragement and belief in my potential have been instrumental in my growth and progression."

'MDSA has a holistic approach to Staff wellbeing. Senior leadership take each staff member's workload, health, and wellbeing into account throughout the school year. There is an Open-door policy which allows us to feel safe and heard. I never get that 'Sunday night' feeling.'

"When you spend so much time at work, it is incredibly important to feel happy and safe, not only physically but also psychologically. MDSA makes me feel not only safe, but valued and appreciated for being me, and all that that brings. I feel that my voice is not only heard but respected and valued. Staff are treated as equals, regardless of job title or role. Joining the MDSA family has been the best decision I could have ever made."

'I have never worked in a school where my subject has been so valued, which in turn has made me feel valued. The freedom, which I have been given to lead my department in a way which I see fit, has given me immense professional satisfaction and has helped me develop my own skills incredibly. I know that if I need anything, be it advice, resources or just a pep talk, my SLT are always there to listen and I have been extremely grateful for their actions, when I have been struggling with workload. I have never worked at a school which has valued my well-being as much as MDSA.'

"I am proud to work at Manor Drive, a place that truly values and supports its staff and students. Since starting in September, I've felt incredibly welcomed, and I have been able to build great relationships with both colleagues and students. The school provides a strong sense of community and has supported me every step of the way in my teaching career. Manor Drive is an environment that prioritises both wellbeing and manageable workloads, making it a privilege to be part of a team that cares for the growth, health, and happiness of everyone involved."

'The environment that staff have created in Manor Drive School allow each member of staff to grow in their role in a safe and supported way. I started my role at Manor Drive after being in Education for 37 years. I started as a volunteer Mentor and found the work environment welcoming and supportive. So much so that I approached the Head to see if there were any roles I could apply for. I mentioned ELSA. I was welcomed, heard and felt appreciated right away. I was placed in the Wellbeing Team and given the role of ELSA.'



## STAFF WELLBEING + BENEFITS

Manor Drive Secondary Academy is committed to attracting, developing and retaining top talent to achieve high performance. Vital to pursuing this aim is the recognition of employees for exceptional performance, behaviour and achievements. Our offer encourages such recognition of individuals and teams through a range of formal and informal methods. We are committed to encouraging positive work environments that promote the physical and mental wellbeing of our staff. The capability, capacity and comfort of our colleagues is a priority for us.

	All teaching staff, and some support staff (depending on role) are provided with a touch screen laptop with inking device.
	Staff gym with new facilities is available to all staff.
	Employee Assistance Programme is available to all staff which offers free legal, money advice and personal support and guidance.
	Staff wellbeing quiet room for use by all staff if required. We recognise that you may need time to reflect or 'take a moment' sometimes.
	Multiple staff rooms around the building.
	Free car parking on site.
	Seasonal and ad-hoc staff incentives such as Christmas Staff advent calendar, staff breakfasts, coffee mornings and other staff organised events.



## COVER SUPERVISOR

The Manor Drive Secondary Academy is a brand new, over subscribed school in the north of Peterborough, Cambridgeshire. The school is very much the centre of the local community and is situated amongst a thriving new housing estate. We welcomed the first cohort of 120 Year 7 students in September 2022. Manor Drive is an ideal place to enhance your career, in a small team with high expectations. Whilst being an innovative and dynamic Academy, we have traditional values and high standards both for our students and staff. Staff are extremely supportive with ambitions of exceptional outcomes for all.

We are seeking to appoint a Cover Supervisor to join our highly successful team where students are paramount. The post entails supervising lessons when teachers are absent and assisting with the development of learning resources for such lessons. The role is busy and varied, you will work across many subject areas.

Strong personal qualities such as confidence, integrity and presence are sought in addition to good ICT skills. Consistent and effect communication are required together with the ability to use your own initiative.

### WHAT WE CAN OFFER YOU:

- The rare and exciting opportunity to work in a growing school and be part of something from early in the school journey
- Strong focus on student and staff wellbeing
- Free on-site parking
- Laptop
- Free staff parking
- Use of staff room space
- Staff wellbeing hub
- Staff gym

We welcome questions from prospective applicants, please contact, Penny Noble by email: [pnable@manordrivesecondary.org.uk](mailto:pnable@manordrivesecondary.org.uk) We reserve the right to close the job advert early should we receive a high number of applications. If you have previously applied for this role in the past 6 months, please do not re-apply.

**Closing date for applications is noon on Monday 19 January 2026**

Manor Drive Secondary Academy is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments involve regulated activity and are subject to an enhanced DBS disclosure, Barred Check List and two successful references. Online searches are carried out on all shortlisted candidates.



# PERSON SPECIFICATION

You should be able to demonstrate that you meet the following criteria:

E = Essential, D = Desirable

Measured by:

A= Application Form, R = Reference, I = Interview

QUALIFICATIONS AND TRAINING		
E	4 GCSEs at Grade 4 or above (or equivalent) including Maths and English	A
D	Level 3 qualifications (eg A Levels)	A
EXPERIENCE		
E	Ability to relate well to students	A
E	Good ICT skills	A
E	Ability to work with limited supervision and utilise initiative	A
E	Well organised	A
E	Proactive	A
E	Excellent communication skills in English	A
E	Good time management	A
E	Undertake administrative tasks	A / I
D	Experience in Bromcom database	A / I
D	Interest in student welfare	A / I
D	Experience with working with children	A / I
PERSONAL QUALITIES		
E	Flexibility	A/I
E	Enjoys a challenge	A/I
E	Confident disposition	A/I
E	Team player	A/I
E	Person skills	A/I
E	Sense of humour	A/I
SAFEGUARDING		
E	The ability to safeguard and promote the welfare of children and young people	A/I
E	Appreciates the significance of safeguarding and interpret this accurately for all individual children and young people whatever their life circumstances	A/I
E	Has a good understanding of the safeguarding agenda	A/I
E	Can demonstrate an ability to contribute towards a safe environment	A/I
E	Shows a personal commitment to safeguarding	A/I



## JOB DESCRIPTION

JOB TITLE:	COVER SUPERVISOR
RESPONSIBLE TO:	COVER & EXAMS MANAGER
BUDGET	NONE

### OVERALL RESPONSIBILITY:

- To supervise classes across the curriculum in following a programme of study during the short term absence of their class teacher.
- To actively engage with the class and follow all classroom procedures as per the classroom teachers instructions.
- Contribute to the safeguarding and promotion of the welfare of children and young people with regards to the DfE's "Keeping Children Safe in Education" and Child Protection Procedures.
- Contribute to raising standards of achievement for all students.

### SECTION 1 - DUTIES:

#### **Cover Supervision**

1. Under the direction of a member of SLT, supervise pupils in class during the absence of their class teacher.
2. Attend meetings.
3. Take class registers, as and when appropriate.
4. To liaise with members of teaching staff where possible to ensure that instructions are clarified.
5. Liaise with Teaching Assistants regarding individual students being supported in class.
6. Administer clear instructions to the class, based on the work set, and actively supervise students as they carry out the instructions.
7. Provide feedback to the class teacher about each lesson covered, including any non-participation by individual students.
8. Manage the students' behaviour in line with school policies, thus ensuring student work continues.
9. Assist classroom teachers as directed.

#### **Support for Departments**

1. Support departments with the preparation of resources, classroom displays, filing etc.

#### **Exam Invigilation**

1. Assist with the invigilation of examinations, as and when requested to do so.
2. Assist with exam preparations as directed.

#### **Health and Safety**

1. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
2. Co-operate with the employer on all issues to do with Health, Safety and Welfare.



## JOB DESCRIPTION

### **Continuing Professional Development**

1. Participate in an induction programme that includes lesson observations of experienced teachers and application and use of school policies and procedures.
2. In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school efficiency, which may lead to improvements in the day to day running of the School.
3. Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available – particularly those run by the LA for cover supervisors, eg those concerned with behaviour and student management.
4. Undergo appropriate training to support the delivery of 'specified work' in order to develop skills for the post.

### **Support for the School**

1. Participation in staff events by arrangement.
2. Attend and actively participate in Staff Meetings.
3. Contribute to the maintenance of a safe and healthy environment.
4. Contribute and participate in school events and activities.
5. Develop and maintain effective working relationships with other staff and parents/carers.
6. During periods when cover is not needed, work under the direction of the Assistant Headteacher.

Any other tasks, duties or services that may be reasonably requested.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

**All appointments involve regulated activity and are subject to an Enhanced DBS disclosure with children's barred list check and two successful references. Online searches are carried out on all shortlisted candidates.**



## THE SELECTION PROCESS

Applicants are required to complete the application via My New Term.

When completing your application please note the following important points:

- Letters should address the criteria identified in the person specification.
- The application form must be completed clearly and in full.
- We are unable to process any applications stating “see CV”.
- Informal enquiries should be directed to Penny Noble, PA to the Headteacher, via email [pnable@manordrivesecondary.org.uk](mailto:pnable@manordrivesecondary.org.uk)
- Completed applications must be completed via My New Term.
- **Closing Date for Applications: Noon on Monday 19 January 2026**
- Please note that due to the high cost of postage we are unable to reply to all applicants.

Manor Drive Secondary Academy is committed to safeguarding and protecting the welfare of children and young people and expect all staff and volunteers to share this commitment.