

The **Stanway** School



**Cover Assistant**



## The **Stanway** School

The Stanway School is a popular and over-subscribed 11-16 school located in North-East Essex. We offer a modern learning environment with the latest facilities, including a brand new block opened just over 5 years ago.

Dedicated to student success, The Stanway School consistently achieves above National averages for Progress 8 & attainment 8 scores and boasts a team of dedicated and passionate teachers who empower students to thrive and confidently transition to their next step. **Ofsted (2023)** rated us **Good in all areas**, highlighting our commitment to academic excellence and holistic development.

At Stanway, students don't just succeed in the classroom. We offer a diverse range of clubs catering to various interests, from sports to board games. We also provide exciting opportunities in music and drama, with regular performances and trips and visits for every year group. We ensure that all students have the opportunity to travel abroad, participate in residential, and engage in various cultural events.

Stanway School is seeking passionate and dedicated individuals to join our team. We offer a rewarding and collaborative environment where you can make a real difference in the lives of young people.

### **Benefits of working at The Stanway School:**

Be part of a supportive network: The Stanway School is a member of the Sigma Trust, a multi-academy trust in NE Essex. This offers you:

- Collaboration and support: Learn from and share best practices with colleagues across the trust.
- Increased career opportunities: Explore professional development and career progression within the wider trust network.
- Make a real impact: Contribute to the success of our students in a stimulating and nurturing learning environment.

**We're seeking passionate individuals from all backgrounds to join our school community!**





The Sigma Trust is proud to be an equal opportunity workplace. We are committed to equal employment opportunities regardless of any protected characteristics. This is embedded in our vision 'To Be Greater Than The Sum Of Its Parts', where we believe we are strong and more successful working together, creating a workplace which celebrates diversity

## Meet the Team

Join our School Logistics team at The Stanway School, where you'll find a team that consists of:

- Cover Coordinator
- Cover Assistants
- Examinations Officer
- Medical Support Officer
- Student Services and Welfare Staff
- Admin and Logistics staff

### **John Player, Headteacher**

"The Stanway School is a popular oversubscribed secondary school that serves the Stanway Community. Our school success is dependent on the team of staff that are responsible for the day to day smooth running of all areas of school life. The School Logistics team is a close knit team that ensures that the school day and events run without issues. Joining this team will be busy and satisfying as no two days will be the same. Our students are wonderful and build fantastic relationships with our staff. Joining us means you will be joining a real community."

### **Rachel Braniff, Deputy Headteacher:**

"Our School Logistics team often work behind the scenes coordinating the cover for lessons, ensuring that we have adults in classrooms and work is provided. Having an inhouse team is so important to our school and students. We are a school that prides itself on relationships and the cover team is key to ensuring that learning is uninterrupted and our lessons ensure that students are able to learn and thrive. Being part of the logistics team means working alongside a unified team that shares a genuine enthusiasm for our students, staff and school."





---

*The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records, online checks and other vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.*

We are seeking to appoint a qualified, enthusiastic and organised Cover Assistant to work within our dynamic, supportive and successful teams at The Stanway School.

**Hours/Weeks:** 37 hours per week. 39 weeks of the year, (term time plus inset)

**Pay range:** Scale 6, points 14-18 (£29,540 - £31,537 FTE )

**The closing date for applications is: 3pm Monday 22nd July 2026, interviews will be Monday 27th June 2026.**



## Job Description

# Cover Assistant

In this role you will:

### **SUPPORT FOR THE SCHOOL**

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Participate in training and other learning activities as required
- Attend relevant school meetings as required
- Respect confidentiality at all times
- Problem solve situations to provide solutions when required e.g. consider different ways to approach teacher absence and provide appropriate cover work

### **SUPPORT FOR TEACHERS**

- Provide objective and accurate feedback to the teacher on the conduct of the lesson
- Keep appropriate records as agreed with the teacher
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour

### **SUPPORT FOR THE CURRICULUM**

- Support the use of ICT where appropriate
- Make appropriate use of equipment and resources

### **SUPPORT FOR PUPILS**

- Act as a role model and set high expectations of conduct and behaviour
- Promote the inclusion and acceptance of all pupils within the classroom

### **SUPPORT FOR ABSENT TEACHING STAFF**

- Ensuring exam rooms are set up in a timely manner each day (and ready for the next day)
- Ensuring exam signage and seating plans are put up outside each exam room
- Printing off secure materials onto coloured paper, as required
- Support the EO in being the second pair of eyes check in the secure area and help separate the Examination Question Papers into separate exam wallets for each exam room
- Supervise exam rooms to monitor the candidates and invigilators, ensuring no-one needs support
- printing any candidate work that has been word processed
- packing scripts into exam envelopes after each exam
- Copying and scanning materials for examinations and PPEs





---

## SUPPORT FOR SCHOOL LOGISTICS

- Support the School Logistics team as needed e.g medical services, students services, general administration tasks

### GENERAL

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.





## Person Specification

# Cover Assistant

The Governors would like to appoint an inspirational person who has the capacity to support the school in their drive to raise standards of achievement and enjoyment. We are looking for someone who is able to provide cover for the school, including liaising with our Cover Manager, as well as support the school with general logistics management and general requirements.

The following key characteristics outline the person specification that is being sought after:

Qualifications & Experience	Essential	Desirable	MOA*
<ul style="list-style-type: none"><li>• Qualified Teacher Status in the UK</li></ul>			N/A
<ul style="list-style-type: none"><li>• Successful teaching experience within the primary sector</li></ul>			N/A
<ul style="list-style-type: none"><li>• Evidence of recent and appropriate professional development</li></ul>		✓	Q/R/I
<ul style="list-style-type: none"><li>• Experience of working with external agencies, such as Supply Agencies and other schools</li></ul>		✓	
Skills and Knowledge	Essential	Desirable	MOA*
<ul style="list-style-type: none"><li>• Good numeracy skills and working knowledge of relevant equipment and MIS systems</li></ul>		✓	A/R/I
<ul style="list-style-type: none"><li>• Ability to use clear language to communicate complex information</li></ul>	✓		A/R/I
<ul style="list-style-type: none"><li>• Ability to listen effectively</li></ul>	✓		A/R/I
<ul style="list-style-type: none"><li>• Clear communication skills</li></ul>	✓		A/R/I
<ul style="list-style-type: none"><li>• Good understanding of how the role contributes to learner development</li></ul>	✓		A/R/I
<ul style="list-style-type: none"><li>• Ability to make a contribution to the work of the team supporting others</li></ul>	✓		A/R/I
<ul style="list-style-type: none"><li>• Ability to establish rapport and respectful and trusting relationships with learners, adults and other stakeholders</li></ul>	✓		A/R/I
<ul style="list-style-type: none"><li>• Ability to provide timely and accurate information</li></ul>	✓		A/R/I
<ul style="list-style-type: none"><li>• Excellent organisational skills, ability to problem solve and to be solution focused</li></ul>	✓		A/R/I
<ul style="list-style-type: none"><li>• Ability to promote and have awareness of Health and Safety regulations and Safeguarding requirements</li></ul>		✓	A/R/I



<ul style="list-style-type: none"><li>Understand procedures and legislation relating to confidentiality and data protection</li></ul>		✓	
<ul style="list-style-type: none"><li>Demonstrate a clear commitment to develop and learn in the role</li></ul>	✓		
<b>Personal</b>	<i>Essential</i>	<i>Desirable</i>	<i>MOA*</i>
<ul style="list-style-type: none"><li>Commitment to the safeguarding of children and following relevant policies</li></ul>	✓		A/R/I
<ul style="list-style-type: none"><li>Awareness of and commitment to equality</li></ul>	✓		A/R/I
<ul style="list-style-type: none"><li>High expectations of self and others</li></ul>	✓		A/R/I
<ul style="list-style-type: none"><li>Ability to prioritise time effectively and work to deadlines</li></ul>	✓		A/R/I
<ul style="list-style-type: none"><li>Able to work well individually and within a team</li></ul>	✓		A/R/I
<ul style="list-style-type: none"><li>Self-motivated and able to work on initiative</li></ul>	✓		A/R/I
<ul style="list-style-type: none"><li>Approachable and flexible</li></ul>	✓		A/R/I

**Method of Assessment (MOA) Key:**

**A=Application; I=Interview; R=Reference Q=Qualifications T=Task**

