

Cover Supervisor

Job Description and Information



WELCOME

Welcome to Ormiston Ilkeston Enterprise Academy, a school full of warmth and purpose.

I take enormous pride in leading an incredible team of staff who are resolute and steadfast in their determination to improve the life chances of our young people and address educational disadvantage in our setting.



We are looking for like-minded individuals as we expand our team to accommodate growing student numbers. Having recently been rated as Ofsted Good, it is an exciting time to join us!

Our success to date is due to the fact we live and breathe our CARE values of Courage, Ambition, Respect and Excellence. These values help to determine our strong culture and create a climate in which every member of the school community is able to develop and improve. We are relentlessly positive and passionately care about the community that we serve.

Colleagues enjoy working here as we prioritise and build a sense of belonging. There is a calm and purposeful atmosphere around the academy, with high standards set for all aspects of academy life.

We adopt a 'work to live' mentality meaning workload is carefully considered with a range of common-sense initiatives deployed, these typically include access to wellbeing days and a sensible approach to flexible working. Our team buys into our philosophy of continuous improvement and benefit from the 'development over judgement' mantra. We realise and appreciate that staff are our greatest resource.

Other benefits for teachers include:

- Access to a fully planned and resourced curriculum
- No marking (other than assessments)
- Reduced teaching load as part of wider cover provision
- Centralised behaviour systems
- Named coach / buddy for all new teachers
- All Intervention and Enrichment included as part of directed time

I appreciate that I might be biased but this is a truly great place to work, and you won't regret applying. Come for a visit beforehand and see for yourself.

We look forward to meeting you soon,

Mr Simon Leach
Principal



Cover Supervisor

Hours – Full-time or part-time available

Grade 5 Pts 15-19 £30,024 to £32,061 FTE

**Actual Salary £25,825 to £27,577
(based on full-time hours)**

Are you confident, adaptable, and passionate about working with young people? We are looking for a dedicated Cover Supervisor to join our school and play a vital role in ensuring students continue to learn in a structured and engaging environment.

This is a fantastic opportunity for individuals looking to gain classroom experience, whether you are considering a career in teaching or simply enjoy working with students in an educational setting. If you thrive in a dynamic school environment and can inspire and motivate young learners, we would love to hear from you.

Our new colleague will also benefit from being part of Ormiston Academies Trust, a MAT of 44 primary and secondary academies. The Trust's vision is for all young people to have access to the highest academic, social and practical skills required to achieve their full potential. OAT supports all staff so that they can enhance and develop their professional skills whatever their role within the trust.

Find out more on the [Ormiston Academies Trust](https://ormistonacademies.co.uk/) website.

We offer a competitive package of benefits for our staff including:

- *A network of exceptional support staff, teachers, middle and senior leaders.*
- *A supportive and collaborative working environment.*
- *The opportunity to achieve career development through excellent CPD opportunities (at a trust and school level)*
- *Vivup – lifestyle saving, cycle to work scheme, car salary sacrifice scheme, and employee assistance programme*

Visit us online <https://mynewterm.com/jobs/137109/EDV-2025-OIEA-66523> where you can find further information and details on how to apply. Please note that CVs are not accepted.

For an informal chat or to arrange a visit please contact Mrs Meakin, PA to Principal and VPs on 0115 9303724 or by emailing kmeakin@oiea.co.uk.

Closing date for applications: 9am on Monday 17th July 2026

Interviews date to be confirmed closer to the closing date

To start as soon as possible

Job Description

Post: Cover Supervisor

Hours: Full-time or part-time positions - Term time only

Responsible To: Senior Leadership Team

Purpose of the Role

Overall purpose of the post is to supervise whole classes during the short-term absence of the class teacher under the guidance of teaching/senior staff. Including implementing work programs, managing pupil behaviours and assisting pupils in relevant activities in line with the schools' policies and procedures.

Teacher and Learning

- 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.

Resources

- Prepare the classroom/outside areas for lessons, ensuring resources are available and cleared away at the end of lessons as appropriate.

Exams, Educational Visits and other Supervision

- May invigilate exams and tests.
- May assist escorting pupils on educational visits.
- May assist with break time supervision including facilitating games and activities.

Personal and Welfare Support

- May assist pupils with dressing, hygiene and eating whilst encouraging independence.

Systems, Policies and Procedures

- Responsible for the safety and wellbeing of pupils in the classroom.

Team Involvement

- May demonstrate own duties to new or less experienced staff.

Building Professional Relationships

- Liaise with staff and other relevant professionals and provide information about pupils as appropriate.
- Exchanges information with staff and parents/carers.

Record Keeping and Information Management

- Maintains records of work done during cover supervision periods.

Problem Solving and Decision Making

- 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.

Knowledge, Skills and Experience

- NVQ level 3 in related area or equivalent experience.
- Knowledge of behaviour management techniques
- Competent in the use of ICT in all aspects of the role.
- Curriculum knowledge and experience to support self-directed learning.
- Knowledge and compliance with policies and procedures relevant to health and safety and child protection.

Physical Demands and Working Conditions

- May be required to stand for long periods and or work in awkward positions e.g. low chairs.
- Some exposure to unpleasant conditions e.g. noise, outdoor work.

Flexibility Clause

As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description

Variation Clause

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Principal/Manager in consultation with the postholder. In these circumstances it will be the aim of reaching agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Fluency in English

The post is covered by Part 7 of the immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

Duties and Responsibilities – General

- To adhere to existing practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
- It will be necessary to work with information technology and associated systems in accordance with academy/County Council policies
- To co-operate with the academy in complying with relevant health and safety legislation, policies and procedures in performance of the duties of the post.
- To carry out the duties and responsibilities of the post in compliance with the academy's Equal Opportunities policies.
- To maintain confidentiality and observe Data Protection and associated guidelines where appropriate.
- To understand and comply with the academy's environmental policies.
- To carry out any other duties which may be reasonably regarded as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Ormiston Ilkeston Enterprise Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The Academy's Child Protection and Safeguarding Policy can be found on our website: <https://www.oiea.co.uk/admin/wp-content/uploads/sites/21/2024/10/Child-Protection-and-Safeguarding-2024.pdf>

Suitability checks will be undertaken including two satisfactory references, medical clearance, Enhanced DBS check, including Children's Barred List, confirmation of qualifications, Prohibition Order or Interim Prohibition Order, verification of i.d. and of the Right to Work in the UK, Proof of NI Number.

Please see Person Specification on the next page.

Person Specification

Post: Cover Supervisor

Essential Requirements	Method of Assessment A = Application I = interview
1. Experience/Qualifications/Training	
• Good general level of education, ideally to NVQ level 3	A
• Experience of working in a school or a similar learning environment	A & I
• Experience of managing groups of students or leading learning activities	A
2. Abilities	
• The ability to work under the direction of different people and as part of a team	I
• The ability to organise your own workload in the context of varied tasks	I
• The ability to motivate and engage students in the learning process through personal influence and concern for individual needs	I
• The ability to encourage pupils to learn using pre-set materials	I
• The ability to gain the respect of pupils through your manner, confidence and authority	A & I
• The ability to assist in developing and implementing faculty policies and systems	I
• The ability to communicate effectively and build purposeful professional relationships with colleagues and students	I
3. Special knowledge	
• To understand the learning process and educational needs of youngsters	A & I
• To understand the personal, emotional and social needs of students	I
• To have a clear understanding of the statutory curriculum requirements of the specific subject/curriculum area	I
4. Commitment	
• Commitment to the academy's values and principles, aims and policies.	I



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