



Meridian  
Trust



**Northstowe**  
Learning Community

## **Recruitment Pack – Cover Supervisor**

**Required: January 2026**



# Welcome Letter

Welcome to Northstowe Secondary College, part of the wider Northstowe Learning Community and Meridian Trust.

We are thrilled to have you join our team, and we look forward to continuing to inspire and support our students in their educational journey.

Northstowe Secondary College recently received its first-ever Ofsted inspection. The report, which comes just four years after the school opened, praises governors, trustees, and leaders at the school for their “relentless desire to provide the very best education for all pupils.” The quality of education, behaviour and attitudes, and personal development were all rated ‘Good,’ with leadership and management considered to be ‘Outstanding.’ This gave the school an overall judgement of ‘Good’.

The College, as part of the Northstowe Learning Community, is part of a growing education offer which now includes an expansion of the secondary school site to create 600 additional places. There is also a new 400-place sixth form, 630-place primary school, and 78-place pre-school.

Northstowe Secondary College holds the three key values of Kindness, Curiosity, and Hard Work at the heart of all that it does. All staff are expected to demonstrate those values towards others and to explicitly teach these to the children.

Our college is firmly underpinned and supported by the ethos and values of Meridian Trust, and these include:

- Achievement for All
- Valuing People
- A High-Quality Learning Environment
- The Pursuit of Excellence
- Extending the Boundaries of Learning



Dr Claire Mills – Principal



Martin Campbell – Executive Principal

# NSC Vision and values

Northstowe Secondary College is in an enviable position, located at the heart of what will be a thriving new community. It is our aim to deliver excellent education for local young people; to ensure that every individual is a confident successful learner, independent and a responsible and employable citizen.



*Northstowe Secondary College is at the heart of the local community where every child is known, valued and supported.*

In our school we focus on the development of the whole child. We believe that every child can achieve, given the right opportunities and we do not believe in putting a ceiling on a child's potential. We also understand that being successful at life means supporting students' personal growth and well-being. That resilience, perseverance and coping skills are essential for students to be able to tackle all that life brings. We pride ourselves on knowing and valuing every child to support them to achieve their dreams and ambitions.



**Kind** students who care about each other, the community and the wider world.

**Curious** students who want to find out more and are open minded to find creative solutions.

**Hardworking** students who practise, persevere and keep going even when things are challenging.

Northstowe Secondary College holds the three key values of **Kindness**, **Curiosity** and **Hard work** at the heart of all that it does. All staff are expected to demonstrate those values towards others and to explicitly teach these to the children. We are an inclusive family and expect our staff to be passionate about their subject and what it can give to children, adapt their teaching to meet the needs of the students, work proactively to promote good behaviour and to maintain these high standards in their classrooms and around the school. As a small group of staff in a brand-new school, we all have to go the extra mile however, we promote and support a good work life balance, we are a kind and supportive team and we have a lot of fun. If you think you have what it takes, then we look forward to hearing from you.

# Meridian Trust Vision and Values

Meridian Trust exists to provide, support, and champion high-quality education at the heart of local communities.

As members of the Meridian family, trust academies aim to unite their pupils, families, and other local stakeholders around this common purpose to share experience and resources, to improve standards and to maximise our contribution to their wider communities. Our vision, mission and values guide and bring together each of the trust's academies.

**Our Vision:** High-quality educational provision for all at the heart of local communities

**Our Mission:** To deliver, promote and inspire high quality educational provision in schools at the heart of their local communities so that:

- Every child is a successful learner, confident individual, and responsible and employable citizen
- Every school is a hub for community activities, a centre for extended services and a source of immense pride for students, their families, and other local stakeholders

**Our Values:**

## **Pursuit of Excellence**

- By expecting this of every person, every day
- Rejecting outright any sense of complacency
- Continually striving for the creation of a true meritocracy
- Promoting and celebrating elite performance inside school and in the wider world

## **Value our People**

- Appreciating the incredible trust placed with us in educating young people and serving our community
- Valuing the diversity and qualities of our staff and students
- Ensuring that all students and staff feel known, appreciated, and supported
- Committing whole-heartedly to collaboration within, between and beyond our academies

## **Achievement for All**

- Ensuring that every student achieves their maximum potential
- Maintaining a relentless sense of optimism
- Removing barriers to learning
- Providing a whole education: academic excellence co-existing with an exceptional commitment to activity beyond

## **High-Quality Learning Environment**

- Providing high quality buildings, engaging classrooms and excellent sporting facilities
- Delivering innovative learning resources and materials
- Ensuring a well-disciplined and caring environment
- Exploiting cutting edge technologies to expand the opportunities for students, staff, and our community to benefit from learning in a digital age

## **Extending The Boundaries of Learning**

- Providing positive memorable experiences inside and outside of the classroom
- Providing a diversity of experience to all
- Opening up the world to all students
- Securing the very best future educational and vocational experiences for our students

## **Academies within the Trust**

<https://www.meridiantrust.co.uk/cmat-academies/>



# About Northstowe

Northstowe Learning Community is at the cornerstone of the new town of Northstowe. This unique town will have up to 10,000 homes, making it the largest new town in the UK since Milton Keynes.

Northstowe was designed to encourage active lifestyles, independence and happiness, providing excellent facilities for people to play, relax and enjoy sport.

To find out more about Northstowe, visit: [www.northstowe.com](http://www.northstowe.com).

## Our Vision for Education in Northstowe

At the heart of Northstowe lies the Northstowe Educational Campus—a thriving *Learning Community Campus*.

We have an ambitious vision to establish Northstowe as a leading Educational Learning Campus, designed to serve people of all ages and abilities. More than just a collection of schools, the campus will act as a hub for lifelong learning and community engagement, playing a central role in building a sustainable and empowered local community.

Our ambition is to develop a true *all-through campus*, which brings together:

- **Martin Bacon Academy** – a state-of-the-art Area Special School (opened in 2020), supporting children and young people aged 3 to 19 with a wide range of complex and significant learning needs.
- **Nursery and Primary School** – providing an excellent foundation for early years and primary education.
- **Secondary School with Post-16 Centre** – including dedicated facilities for sixth form students.
- **Community Sports and Arts Facilities** – ensuring the wider community benefits from access to high-quality spaces for recreation, creativity, and wellbeing.

Significant progress has already been made:

- An extension to the existing Secondary College building was completed in **September 2024**.
- Construction of the new **sixth form** and **primary school** buildings was completed in **Spring 2025**.

For updates on build progress and to learn more about the future of the campus, please visit: [northstowe.education](http://northstowe.education)



## JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Cover Supervisor
JD Reference:	STD ED 26
School/Academy:	Northstowe Learning Community
Weeks:	39 Weeks
Hours of work:	32.5 Hours
Salary:	Grade 6
Responsible to:	Cover Manager

Role:	To provide high-quality cover to classes in the absence of the teacher.
Purpose of job:	To supervise classes across the curriculum (KS3 & KS4) following a programme of study during the short-term absence of their class teacher, actively engage with the class and follow all classroom procedures as per the classroom teachers instructions, to contribute to raising standards by providing support to departments and the whole academy, to assist with student intervention as directed.

### Responsibilities and Accountabilities:

#### Cover Supervision

- Under the direction of the Cover Manager, supervise pupils in class during the absence of their class teacher
- Take class registers, as and when appropriate
- Liaise with Curriculum Leader, where possible, to ensure that instructions are clarified
- Liaise with Teaching Assistants regarding individual pupils being supported in class
- Administer clear instructions to the class, based on the detailed work set, and actively supervise pupils as they carry out the instructions
- Inform the class teacher of any non-participation by individual pupils
- Contribute to the planning and evaluation of work set for covering lessons
- Provide feedback on learning activities and contribute to school review and development planning
- Contribute to behaviour management within the academy, in accordance with the academy's Behaviour Policy

#### Support for the School

- During periods when cover is not needed, work under the direction of the Cover Manager e.g., Exam invigilation, support for SSAs, support for Reception etc
- Undertaking and participating in any training as and when required
- The post holder will undertake any other duties commensurate with the grade of the post, in consultation with the line manager

- This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust concerning the post holder's professional responsibilities and duties

#### **Support for School/Academy/Place of work:**

- Participation in staff events by arrangement
- Attend Staff Meetings
- Contribute and participate in Trust events and activities where possible
- Develop and maintain effective working relationships with other staff and parents/carers
- Adhere to the Trust values
- Follow school policies, practices and procedures

#### **Data security:**

- Act following legal provisions regulating confidentiality and security of data and in under GDPR

#### **Health and Safety:**

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Co-operate with the Trust on all issues to do with Health, Safety & Welfare
- Contribute to the maintenance of a safe and healthy environment
- Contribute to the maintenance of a safe and healthy environment

#### **Continuing Professional Development:**

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school/academy/place of work efficiency, which may lead to improvements in the day-to-day running of the Trust
- Undertake any necessary and identified professional development taking full advantage of any relevant training and development available, particularly when related to the use of ICT, for data management and record keeping
- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice

#### **Child Protection and Safeguarding**

- The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people
- To inform the Child Protection Officer of any issues relating to the safety and well-being of students

The post holder will undertake any other duties commensurate with the grade of the post, in consultation with line manager.

This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

***The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.***

***All staff will be subject to an enhanced check with the Disclosure & Barring Service.***

**Updated: January 2022**

<p><b>Person Specification:</b></p> <p><b>Cover Supervisor</b></p>	<p>Assessment Key:</p> <p>A = Application Form</p> <p>I = Interview</p>
--	---

Education and Qualification	Essential	Desirable	Assessment
Good educational background with GCSE or equivalent in English Language	✓		A/I
Experience	Essential	Desirable	Assessment
Experience of subject background	✓		A/I
Experience of working in the education sector		✓	A/I
Experience of working with young people in a learning environment		✓	A/I
Experience of working as part of a team	✓		A/I
Knowledge, Skills and Abilities	Essential	Desirable	Assessment
Knowledge of using different IT software such as Microsoft Office, Email	✓		A/I



Good interpersonal skills to communicate effectively and professionally with staff, students, parents, and other outside agencies (by phone and in person)	✓		A/I
Ability to establish good working relationships with colleagues	✓		A/I
Ability to work as an individual, as well as part of a team	✓		A/I
Ability to work using own initiative	✓		A/I
Ability to remain calm and professional at all times	✓		A/I
<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Highly motivated and enthusiastic	✓		A/I
Committed and reliable	✓		A/I
High professional standards	✓		A/I
Excellent timekeeping	✓		A/I
<b>Child Protection</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Support the Academy policies on safeguarding and child protection	✓		A/I
<b>Other</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Flexibility of working hours	✓		A/I

**COVER SUPERVISOR**  
**Required for January 2026**

**Salary:** Meridian Trust Support Staff Pay Table, Grade 6, Points 7-12

**Hours of work:** 32.5 hours per week, 39 weeks per year (term time only plus 6 days)

**Additional information:** The successful candidate must be able to work between the hours of 8:30am and 3:30pm

We have an exciting opportunity for a kind curious and hardworking individual to join our secondary college as a Cover Supervisor. In this role, you will work under the direction of the Cover Manager to supervise classes across the curriculum, ensuring that students remain on task and follow the programme of study set by their class teacher.

**About Northstowe Learning Community (NLC)**

Northstowe Learning Community brings together:

- An 11–16 secondary school (NSC)
- Northstowe Sixth Form (NSF)
- Northstowe Primary School (NPS)

Situated on the Northstowe Education Campus, NLC is co-located with the Trust's Martin Bacon Academy. This specialist provision provides an innovative experience for its sixth form students through full integration with the Northstowe Sixth Form. This creates a vibrant educational hub where inclusion, collaboration, and excellence are central to the student experience.

From September 2025, the school contains:

- One Reception and one Year 1 class (as the primary builds to its full 3FE (630 capacity)
- Approximately 760 students in Years 7–11 (as the secondary builds to its eventual 12FE 1800 PAN)
- Around 112 sixth form students (45 students in Year 13 and 67 students in Year 12). The Sixth Form will grow over time to reach its capacity of 400.

NLC continues to grow rapidly in step with the new town of Northstowe, which will eventually be home to around 30,000 residents accommodated in up to 10,000 homes. The school is deliberately designed to play a key role in the provision of community facilities to reflect the Cambridgeshire Village College ethos.

**Our Journey So Far**

Northstowe Secondary College opened in 2019 with its first Year 7 cohort of just 71 students. In September 2024, the addition of both primary and sixth form phases marked a major milestone in our development and the school was renamed Northstowe Learning Community to reflect its expanded and unified identity.

With the recent completion of Phase 2 of our building programme, NLC now features:

- An additional new specialist block for 11–16 education
- A state-of-the-art primary school building
- A purpose-built sixth form centre

Phase 3 will commence once further housing development is confirmed. Once complete, Northstowe Learning Community will be one of the largest schools in the East of England, with capacity for approximately 2,800 students from Reception through to Year 13. The campus aims to serve all ages and abilities, taking a lead role in bringing people together to create a sustainable and empowered local community.

## **Our Ethos and Vision**

At NLC, we are committed to providing outstanding teaching and pastoral care, creating a culture where students work hard, enjoy learning, and thrive. Our dedicated staff are warm, approachable, and determined to give every child the best possible start in life.

### **As a Cover Supervisor, you will:**

- Deliver planned cover work to students across Key Stages 3 and 4 in all curriculum areas as required.
- Be able to maintain an orderly classroom, keeping students focused and on task to ensure that there is minimal disruption to their learning.
- Supervise lessons confidently and be able to follow the safeguarding and behaviour policies when applicable.
- Set high expectations to inspire, motivate and challenge students to achieve their best.

### **The opportunity:**

- To join our motivated, friendly staff and students in a highly-regarded multi-academy Trust with a strong community presence.
- To gain expertise and support from our wider trust network with access to informal and formal professional development.
- To contribute to the culture where students experience a positive and enriching education.

### **The ideal candidate will have:**

- An interest in teaching and learning.
- Experience working in a student facing role within a secondary school environment.
- Outstanding interpersonal skills and the ability to communicate effectively with students.
- A thorough understanding of child protection and safeguarding matters.
- The school's core values of kind, curious and hardworking at the heart of everything they do.

## **About Meridian Trust –**

Meridian Trust is a values-led organisation formed in 2011 that has risen to be one of the highest-performing academy trusts in the country. The Trust is founded on its commitment to a high-quality educational provision for all at the heart of local communities. Meridian currently operates primary, secondary and special schools across Bedfordshire, Cambridgeshire, Peterborough, Lincolnshire and Northamptonshire.

Meridian Trust offers a wealth of fantastic benefits for teaching and support staff which are highlighted below but are not limited to –

- Apprenticeship and CPD opportunities which allow you to gain specialist knowledge in a role you are passionate about developing in.
- Access to our benefits partner Vivup - benefits include an online GP, Lifestyle savings, support for mental health and wellbeing through the Employee Assistance Programme and many more
- Cycle to work scheme
- Teacher's pension scheme
- Healthcare benefits including free eye test vouchers and flu vaccinations
- Free on-site parking
- Discounts on a wide range of benefits from everyday essentials to holidays

To explore our full range of benefits, please visit <https://www.meridiantrust.co.uk/jobs-and-training/benefits/>.

### **How to apply:**

For more information about the role please download the Applicant Information Pack below.

Applications must be submitted via My New Term. In line with safer recruitment practices, we are unable to accept CVs. If you have any questions about the application process or you would like to arrange a visit to the school, please contact Sarah Wakerley, HR Officer on [recruitment@northstowe.education](mailto:recruitment@northstowe.education)

If you would like an informal discussion regarding the role or to arrange a visit to the school, please contact [swakerley@northstowe.education](mailto:swakerley@northstowe.education) to arrange an appointment.

Closing date for applications is: **Monday, 15<sup>th</sup> December 2025**. However, early applications are encouraged because **candidates will be shortlisted and may be invited for interview as they apply**. Meridian Trust reserves the right to close adverts early if a successful appointment has been made before the application deadline.

Interview date(s) to be confirmed.

The Trust is committed to diversity and inclusion and equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, race, religion or belief and marriage and civil partnerships.

***The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments will be subject to pre-employment checks, including an enhanced check with the Disclosure & Barring Service (DBS), as well as online searches.***