



TRINITY ACADEMY

Emmanuel Schools Foundation

COVER SUPERVISOR

VALUED, CHALLENGED, INSPIRED



WELCOME

Dear Applicant

At Trinity Academy we are always delighted to hear from people who share our passion for delivering an excellent all-round education to young people. I am thrilled to see your interest in applying for the role of Cover Supervisor.

We recognise that the success of our school depends on the dedication and enthusiasm of our staff. In return we can offer an exceptional working environment, excellent resources and the opportunity for professional development.

Emmanuel Schools Foundation has an inter-denominational Christian ethos, and we welcome applications from all sections of the community. What unites all people in the Foundation is our mission and core virtues, and we believe these values are relevant to all people, whatever their background.

The role represents an incredibly exciting opportunity for any candidate who is eager to be a part of an organisation that seeks to secure the very highest educational standard for every student. Likewise, our staff team benefits from excellent CPD and support which can be personalised to your particular needs and experience.

If you are passionate about education and dedicated to educational excellence, and ready to make a difference in the lives of students, we welcome your application for the role of Cover Supervisor. Join us in our mission to create a brighter future for all learners.

Mrs V E Gibson
Principal

MISSION

CHARACTER EDUCATION

We build good character. We learn about good character, why it matters and how to develop it.

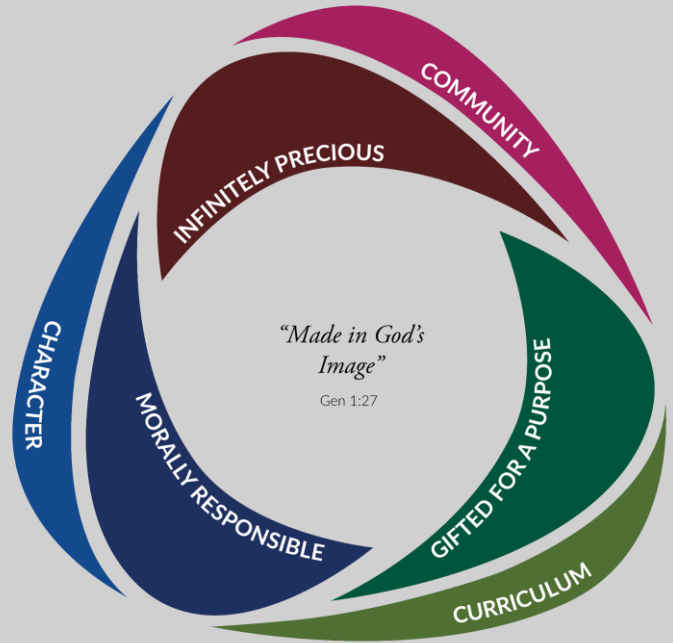
CURRICULUM EXCELLENCE

We are determined to achieve a personal best. We provide a broad ambitious curriculum that ensures excellent student learning, progress and future destinations.

COMMUNITY ENGAGEMENT

We serve with gratitude. We use our gifts to benefit the community and the environment.

OUR CORE VIRTUES





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ALL PEOPLE ARE INFINITELY
PRECIOUS, MORALLY
RESPONSIBLE AND GIFTED
FOR A PURPOSE”



“

SUPPORTING STUDENTS
AND STAFF TO BECOME
THE PERSON THEY HAVE
THE POTENTIAL TO BE”

THE ROLE

The Cover Supervisor works under the guidance of teaching staff and within an agreed system of supervision. They implement work programmes with individuals/groups, in or out of the classroom, including the supervision of whole classes during the short-term absence of teachers.

Main duties include:

- Supervising students as they carry out work left by teachers in accordance with Academy policy.
 - Helping to prepare the learning environment and the materials needed for the lesson.
 - Management of student behaviour to ensure a constructive working environment.
 - Responding to students' questions regarding the work that has been set.
 - Proactive circulation of the room during the lesson, checking students remain on task.
 - Check the quantity, presentation, spelling, punctuation and grammar of the students work as they circulate and challenge students to make corrections/improvements.
 - Collecting any work completed after the lesson and returning it to an agreed person or place.
 - Leaving the room in good order at the end of the lesson.
 - Supervising the orderly entry and departure of students in accordance with Academy policy.
 - Recording and reporting attendance at lessons in accordance with Academy policy.
 - Helping with examination invigilation under the supervision of the examinations officer.
 - Using the Academy's agreed referral procedures, as required, to report back on the behaviour of students during the class and any other issues arising.
- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures.
 - Following Academy policies and procedures, especially those relating to child protection and health and safety, particularly safeguarding processes.
 - Respecting confidential issues linked to home/students/teachers/school work and keeping confidences as appropriate.
 - Any other duties as reasonably required by the Principal.

THE PERSON

Essential

- Experience working with children in a school or educational setting.
- Ability to lead whole-class learning confidently.
- Strong behaviour management skills.
- Adaptability, reliability and a calm, positive approach.
- Good communication and organisational skills.
- Understanding of safeguarding procedures and commitment to pupil wellbeing.

Desirable

- HLTA status, or QTS (Qualified Teacher Status) – applicants from these backgrounds are strongly encouraged to apply.
- Experience in Secondary education.
- Knowledge of the national curriculum.
- Relevant education-related qualifications.

Additional Information

- Responsibilities may be amended to meet the needs of the academy.
- The post holder must adhere to all academy policies, including safeguarding and behaviour policies.
- Any other duties as reasonably required by the Principal.

Personal Qualities

The ideal candidate will be self-motivated, reliable, and enthusiastic, with a positive and proactive approach to supporting students and the wider school community. They will be adaptable, calm under pressure, and able to respond confidently to the changing demands of a busy secondary school environment.

Trinity Academy is committed to the safeguarding of children, and all staff are expected to ensure that the Academy is a safe and secure environment for its students.

Please note that this detail is indicative and can be amended, updated or replaced as felt appropriate at any time and in order to remain in line with any future legal requirements or expectations.





APPLICATION DETAILS

Vacancy Details

Salary: Scale 11, 0.87% FTE, Actual Annual Salary: £25,230

Start date: September 2026

Location: Trinity Academy, Church Balk, Thorne, Doncaster, DN8 5BY

Working Terms: 37.5 hours per week, TT + 5 days

Deadline

Closing date: 9am, Tuesday 14 July 2026

Interviews will be held: Thursday 15 July 2026

How to apply:

For further information, please visit [WORK WITH US | Trinity Academy](#) or email recruitment@trinityacademy.org.uk. A CV may be submitted to supplement your application but will not be accepted instead of a completed on-line application

APPLY ONLINE HERE

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. This post will involve daily contact with children and is subject to an enhanced DBS check. In addition, as part of the shortlisting process, and in accordance with statutory guidance, we may carry out an online search (for publicly available material) to help identify any incidents or issues that have happened which we may want to explore with shortlisted applicants at interview.

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