



THE DEAN ACADEMY

*Preparing you today for a successful tomorrow*



# RECRUITMENT PACK FOR COVER SUPERVISOR





Welcome to the Athelstan Trust.

Our Multi-Academy Trust is an organisation in which children, staff and parents can feel part of a caring, collaborative and excellent community.

We are a Multi-Academy Trust of six secondary schools and four primary schools across Wiltshire, Gloucestershire and South Gloucestershire. We were excited to welcome two new primary schools in the last few months and from October 2025 another secondary school. This will further enrich our collaborative strengths.

Established in 2015, the Athelstan Trust aims to achieve the best for, and from, each child. We enable each child to realise their full academic, creative and physical potential and to develop positive social and moral values.

Believing that successful schools are rooted in their local community, we respect and value the individual nature and ethos of our schools while knowing we are more effective when we work together and support each other. Celebrating spiritual and creative diversity, success, and lifelong learning is important to us. We are inclusive and collaborative and promote a culture of openness and integrity.

We are absolutely committed to raising educational standards for all the children in our schools. We believe in developing the talents and skills of all our staff and students.

We seek applicants who share our vision and values.

We look forward to receiving your application.

Best wishes,

Matthew Evans  
**Chief Executive Officer**





## **Our Philosophy as an Employer**

The Athelstan Trust is absolutely committed to raising educational standards for all the children in our schools. In order to do this, we need to recruit the best staff who are committed to our vision and values.

We aim to be the employer of choice in our area and genuinely believe that all roles in our organisation can be carried out within a flexible working model. Working in schools should be seen as part of a rich fulfilling life and not a barrier to it. We will always consider a flexible working option for every post.

We understand that we need to support staff to achieve our goals and have in place a professional development programme that offers internal and external opportunities to develop the talents and skills of all our staff.

## **Why work for us?**

Internal career opportunities

Personalised professional development and training

Employee assistance programme

Flexible working opportunities and a genuine commitment to family and work/life balance

Nationally negotiated cost of living pay

Automatic enrolment to the teacher or local government pension schemes

Generous holiday allowance for support staff

Recognition of local government continuous service

Cycle to Work scheme

Discounts at local gyms





Dear Candidate,

Thank you for the interest you have shown in joining our school community here at The Dean Academy as Cover Supervisor. We are one of the most improved schools in the South West and we are driven by becoming the outstanding local school of choice for all families and staff. Situated close to the border of Gloucestershire and Monmouthshire in an area of outstanding natural beauty, we are looking to appoint a leader who is highly effective, resilient, and motivated.

We are a school that has been on an incredible journey of improvement. Our continued and sustained improvement in GCSE outcomes over the last 4 years coupled with a rich extra-curricular offer highlight the impact of our hard work to raise standards and offer the very best opportunities for the students. We are a fully inclusive comprehensive school whose student numbers have grown rapidly in recent years and we now have approximately 820 on roll. This dramatic increase in scale brings amazing opportunities for everyone involved in our community and it is a very exciting time to be thinking about joining our organisation. We look forward to hearing from you if you think you could make a difference and have something special to bring to a school “where pupils thrive”.

If you choose to join our team and work with us at The Dean Academy we can offer:

- An exciting career in a rapidly improving, highly ambitious workplace
- The chance to join an incredibly supportive group of colleagues, leaders, local governors and Trust leaders
- A personalised coaching programme so you can fulfil your potential as a teacher / leader
- The opportunity to work collaboratively within The Athelstan Trust
- An opportunity to work within our truly comprehensive school and become an integral part of the school and local community

Please feel free to contact the school for a tour as you consider your application, and we look forward to meeting you!

**Hannah Rowlands**  
Headteacher





## Cover Supervisor

**Start Date: As soon as possible**

**Point 8 - 10**

**Salary: £26,824 - £27,694**

**(£18,623.85 - £19,227.85 actual)**

**30 hours per week, term time only, including inset days**

**Flexible working applications will be considered**

We are looking to appoint a Cover Supervisor to join our team. Candidates will have the skills to deputise for regular teachers when they are absent.

- Have you got excellent interpersonal skills?
- Have you got the enthusiasm for working with young people?
- Are you looking for experience prior to becoming a teacher?

The post will give you an insight into working in schools and the core skills required to become a teacher.

Responsibilities include:

- Cover lessons for absent teachers as required
- To facilitate and encourage learning which helps all students achieve their potential
- To work with colleagues to support high standards of behaviour and attainment
- To implement school policies and procedures

The Dean Academy is proud to be part of The Athelstan Trust and benefits from collaboration and challenge. The Athelstan Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check along with standard pre-employment safeguarding checks. As the role includes working with children, it is exempt from the Rehabilitation of Offenders Act 1974. Applicants must, therefore, disclose all spent and unspent convictions. References will be sought for shortlisted candidates before interview. Please also be aware that you will be subject to an online check and that you may be questioned about the findings of such a check at your interview.

We are a flexible working employer, and we are willing to make any reasonable adjustments you require during your interview so please ask us.





**Closing Date – Wednesday 19<sup>th</sup> August 2026, 12 Noon —Interviews To be confirmed**

**Applications will be considered as they are received; we reserve the right to make an appointment prior to the closing date.**





## Job Description – Cover Supervisor

**Duties and Responsibilities:** To work under the guidance of teaching staff and within an agreed system of supervision, to 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.

### Specific responsibilities include:

- Communicate effectively and professionally with all levels of staff, students and parents when required
- Contribute to and share responsibility for the corporate life of school
- Supervising the students with work left in accordance with the school policy
- Assisting in preparing the learning environment and the materials used therein
- Assisting with the management of student behaviour to ensure a constructive working environment, following the school restorative ethos
- Responding to students about the work that has been set
- Collecting any work completed after the lesson and returning it to an agreed person/place
- Leaving the room in good order at the end of the lesson
- Supervising entry and departure of students in accordance with school policy
- Recording and reporting attendance at lessons in accordance with school policy
- Reporting back as appropriate using the schools' agreed referral procedures on the behaviour of pupils during the class and any other issue arising
- Dealing with any immediate problems or emergencies according to the schools' policies and procedures
- Following all school policies and procedures especially but not exclusively those relating to child protection and health and safety







**Person Specification**

This post will appeal to someone who enjoys being with young people and helping them to learn and succeed. You will need to have a good sense of discipline, a professional approach and a non-confrontational encouraging manner which will ensure good quality work from the students. The school is well ordered and has a clear discipline policy, with which all students are familiar, with a clear support structure. In the event of no cover being required the cover supervisor will be allocated other duties e.g. student support, display work or other administrative tasks. Cover supervisors are not teachers and do no preparation, planning or marking. The hours worked will be 6 hours per day, term time only with a 20 min morning break and 40 min lunch break. The following comprises the qualifications, personal qualities, skills and experience required to fulfil the duties of the role.

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
Qualifications	High level of skills in literacy and numeracy	Qualification in English and maths at GCSE Grade C or higher (or equivalent)	Application
Experience	Experience of working with young people aged 11-16	Prior experience of working with young people in a classroom situation	Application Reference Interview
Knowledge, skills and attributes	Excellent communication skills Excellent interpersonal skills Good organisational skills Commitment to helping students achieve Flexible approach to problem-solving Sense of humour Resilience Ability to work within the expectations of the school's policies	An understanding of the National Curriculum  Able to contribute to extra-curricular activities	Application Reference Interview
Continuous Professional Development	Commitment to undertaking training in classroom practice and behaviour management	Evidence of training in appropriate areas	Application

