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# Castle Newnham Application Pack

## Cover Supervisor (Primary)



  
**BEST**  
BEDFORDSHIRE  
SCHOOLS TRUST



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# INTRODUCTION

Welcome to Castle Newnham and the Bedfordshire Schools Trust. Thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our academy, please contact:

**Michelle James**

**School Office Manager**

[cnrecruitment@bestacademies.org.uk](mailto:cnrecruitment@bestacademies.org.uk)

**Tel: 01234 303403**

**Castle Newnham**

South site – Reception-Year 4: Goldington Road, Bedford MK40 3EP

North site – Year 5-Year 11: Polhill Avenue, Bedford MK41 9DT

[www.castlenewnham.school](http://www.castlenewnham.school)

# ABOUT BEST

The Bedfordshire Schools Trust (BEST) is a multi-academy trust providing exceptional education across our community of 11 schools and five nurseries.

Since forming in 2016, we have grown significantly into one of the largest trusts in the county. We now educate 8,000 children across the area, from nursery age to advanced level study, and have over 1,000 members of staff.

It is our aim to grow the BEST in everyone, and everything we do is driven by our values.

We will:

- Always put children first
- Collaborate to support and compete to challenge
- Provide community-based provision
- Have the courage to be compassionate

Our aims can only be achieved if we recruit, retain and develop the highest quality workforce – and we want those we employ to be valued in the workplace.

As a single employer, we are able to offer all our staff a fantastic range of benefits, including an excellent working environment, opportunities for career development and training, and discounts and deals that will help save you money.

Full details can be found in our BEST People staff benefits brochure, available for download from our MyNewTerm careers page, or on our website at

[www.bestacademies.org.uk/jobs](http://www.bestacademies.org.uk/jobs)

The formative years of BEST have been a real success story – and we are looking forward to an exciting future, too.

# ABOUT CASTLE NEWNHAM

Castle Newnham is an all-through school with approximately 1,400 pupils located in the county town of Bedford.

Its most recent Ofsted inspection saw the school's secondary provision judged as Good (April 2024). Its primary provision is awaiting its first inspection for EYFS-Year 6 (the previous Outstanding grade was given to Castle Lower School in 2013).

At Castle Newnham, ambition and care for all pupils are at the heart of everything we do. Our goal is to provide our local community with a high-quality, seamless educational experience that supports each child's individual journey.

Knowing pupils throughout their time in education and close working with families is a central component of our vision.

Castle Newnham is well thought of in the community and both school sites are set relatively close to the centre of Bedford in a pleasant suburb. The South site is situated in a listed Victorian building on Goldington Road, while the North site is a short walk away on Polhill Avenue near the University of Bedfordshire, with whom we are a lead school in a very well-reputed teacher training partnership.

We hope this application pack, alongside our school website, will give you a flavour of the wide and growing range of opportunities our pupils enjoy and participate in.

Our senior leaders, teachers and support staff are a committed and dedicated team and our pupils are a source of great pride in their enthusiasm, courtesy and care for others. They demonstrate our traditional values of hard work, good behaviour and kindness on a daily basis.

# HOW TO APPLY

We use an application form, rather than asking for CVs, for most vacancies. This ensures all applicants present their information in the same standardised format and tell us only what we need to know.

Apply online via the MyNewTerm website at [www.mynewterm.com](http://www.mynewterm.com) before the closing date.

**Closing date:** Friday 12<sup>th</sup> December 2025 - 9.00am

**Interview date:** Thursday 18<sup>th</sup> December 2025

**Start date:** Monday 5<sup>th</sup> January 2026 (or as soon as notice period allows)

BEST is an equal opportunities employer and we are committed to encouraging equality, diversity and inclusion among our workforce.

We are committed to safeguarding and promoting the welfare of children. All offers of employment will be subject to satisfactory pre-employment checks and references, including enhanced Disclosure and Barring Service (DBS) clearance.

Strictly no agencies.

**We look forward to receiving your application.**

# JOB DESCRIPTION

<b>Post:</b>	Cover Supervisor (Primary)
<b>Responsible to:</b>	Senior Leadership Team
<b>Grade:</b>	NJC 4A pt 11 - 15
<b>Key relationships:</b>	Primary senior leaders, relevant teaching support and administrative staff.
<b>Location:</b>	Castle Newnham – based primarily on the South site with occasional work on the North site
<b>Working pattern:</b>	35 hours p/wk, term time only (Monday - Friday 8am - 4pm) plus 5 INSET days
<b>Disclosure level:</b>	Enhanced
<b>Job purpose:</b>	To cover in the absence of a teacher by supervising pupils who are carrying out work set by the teacher in advance

## Responsibilities

- To supervise pupils in the absence of a teacher, creating and maintaining a purposeful and orderly learning environment for pupils.
- To ensure that the work set by the teacher is carried out in accordance with the school's strategy. To check that pupils have appropriate equipment and materials to enable them to complete the tasks set and answering pupils' questions about process and procedures.
- To support expectations of pupil behaviour in the classroom, securing appropriate standards of discipline and ensuring that the school's behaviour management policy is adhered to.
- To deal with any emergencies or problems which occur, in line with the school's policies and procedures.

- To ensure that completed work is collected at the end of the lesson and returned to the teacher.
- To report to the teacher after the lesson, in accordance with the school's agreed referral procedures on any issues arising, including the behaviour of pupils.
- To follow the school's policy on rewards and sanctions.
- To follow the school's procedures for seeing children off at the end of the day and welcoming pupils during the rolling start, communicating with parents where appropriate.
- To be aware of the daily readers list and any vulnerable pupils within the class by referring to the class provision map.
- To assist in the general efficient operation of the school, including providing cover for other support staff where necessary and as directed by the head of primary.

### **Professional standards**

- Support the ethos, vision, principles and values of the school.
- Treat colleagues, pupils and all members of the community, with respect and consideration.
- Treat all stakeholders fairly, consistently and without prejudice.
- Treat all pupils fairly, consistently and without prejudice.
- Set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance.
- Maintain a high level of confidentiality at all times.
- Support the aims of the school through attendance at and participation in events such as open evenings, option evenings, information evenings, consultation evenings and the like (as appropriate to responsibilities);
- Support the ethos of the school by upholding the behaviour policy, uniform rules, etc;
- Take responsibility for own professional development and participate in arrangements as adopted by the school for the assessment of own performance and that of colleagues;
- Reflect on own practice as well as the practices of the school with the aim of



achieving excellence in every area of our work;

- Read and adhere to the various policies of the school and implement school improvement plans;
- Participate in the development and management of the school by attending various team and staff meetings;
- Ensure that all deadlines are met as published in the school calendar;
- Be proactive and take responsibility for matters relating to health and safety;
- Promote lifelong learning and promote enrichment and extension activities within the federation;
- Participate actively in the review and setting of appraisal objectives agreed annually;

## **Safeguarding children**

Castle Newnham is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

## **General**

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. This job description and person specification may be renegotiated if changing circumstances arise.

*Please note, while every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.*

*Employees will be expected to comply with any reasonable request from the line manager/Head teacher to undertake work of a similar level that is not specified in this job description.*

# PERSON SPECIFICATION

## Job Title: Cover Supervisor (Primary)

Attributes	Essential	Preferred
Education/ Qualifications	NVQ Level 2 or equivalent	NVQ Level 3
Experience	Minimum of 1 years' experience of working with children in an educational setting, within the last 5 years.	2 years' experience of working with children in a school.
Skills/Knowledge/ Aptitude	<p>Understanding educational needs of children.</p> <p>Ability to contribute to the planning and development of educational activities.</p> <p>Ability to work collaboratively with others.</p> <p>Ability to work without constant supervision.</p> <p>Ability in the use of IT in a classroom setting.</p> <p>Good written English.</p>	Knowledge of planning and development of educational activities.
Motivation	<p>Willingness to be flexible.</p> <p>Willingness to undertake appropriate further training.</p> <p>Commitment to equality principles</p>	
Physical	Ability to meet the physical needs of pupils.	
Other	Willingness to acquire First Aid Qualification	Current First Aid Qualification

**We are committed to the safeguarding and promotion of children's welfare and offers of employment are subject to DBS clearance**

