



# DEPUTY COVER MANAGER/COVER SUPERVISOR

**SALARY:** **E6 - £28,806 FTE**

**LOCATION:** **THE THOMAS ALLEYNE ACADEMY, STEVENAGE**

**EMPLOYMENT TYPE:** **PERMANENT**

**HOURS:** **FULL TIME (Term Time Only): 37.5 HOURS per week  
(7.00am-3.00pm – 30 mins lunch)**

Note: Due to the nature of this role, flexibility and early morning availability to meet crucial deadlines are essential.

**START DATE:** **ASAP**

## POSITION SUMMARY

We are seeking a dynamic, highly organised, and resilient individual to lead the Academy's daily cover system. This is a critical role combining strategic logistical management with active classroom practice and team leadership.

The postholder is responsible for the smooth daily operation of staff absence cover across the Academy. You will lead and motivate the team of Cover Supervisors, manage complex administrative tasks regarding absences, and build relationships with external supply agencies.

Crucially, you will also be a lead practitioner, proactively scheduling yourself to cover lessons daily, setting a high standard of classroom management and supporting continuity of learning for students in the absence of the class teacher.

This role is a perfect career milestone for an experienced Cover Supervisor looking to transition into management. If you are ready to move beyond the classroom and take on organisational responsibility, this position offers the ideal platform to lead a team while remaining a high-impact practitioner.

## KEY RESPONSIBILITIES

### 1. Strategic Logistics & Cover Coordination (The Morning Operations)

- Serve as the primary early-morning point of contact for the school, monitoring phone and email inboxes for staff absence notifications.

- Take full ownership of the daily cover, strategically deploying resources to ensure all classes are covered efficiently.
- Prioritise cover needs, allocating yourself, internal Cover Supervisors, available teaching staff, or external supply teachers as required.
- Liaise closely with the Cover Manager regarding daily cover needs and potential issues.

## **2. Team Leadership & Agency Management**

- Lead, motivate, and manage the daily workflow of the Cover Supervisor team, ensuring they are fully briefed on their assignments.
- Build and develop a strong team of "in-house" supervisors to reduce reliance on external agencies.
- Welcome external agency staff at the start of the day, ensuring they are safeguarded, inducted, and understand school procedures.
- Actively monitor the performance of agency staff during the day to ensure quality standards are met.
- Coordinate with external supply agencies to recruit and book high-quality staff when internal resources are exhausted.

## **3. Active Classroom Supervision & Pedagogy**

- Proactively schedule your own cover lessons throughout the week to minimise external costs.
- Undertake whole-class supervision in the absence of the teacher, delivering agreed lesson plans and ensuring a purposeful working atmosphere.
- Deploy appropriate learning aids, materials, and ICT to assist in teaching.
- Implement the school's behaviour policies consistently, providing feedback on student engagement and liaising with Heads of Departments over problems.

## **4. Administration, Data & Finance**

- Maintain accurate, comprehensive absence records in conjunction with HR, including managing long-term bookings and collecting self-certification forms.
- Manage financial administration related to cover, including authorising agency timesheets, verifying invoices, and raising purchase orders to the Finance Department.

## **5. Wider School Support & Compliance**

- Support the administration of examinations (invigilation) and accompany students on school trips as required.
- Support the school with support including break time duties, patrol and on call cover and inclusion cover.
- Ensure the safeguarding and welfare of children and young people is paramount in all activities, adhering strictly to Academy policies and maintaining confidentiality.

## PERSON SPECIFICATION

### Essential Skills & Experience:

- **High-level Organisational Skills:** Ability to prioritise complex, urgent tasks under time pressure in the early morning, demonstrating initiative and a solution-led approach.
- **IT & Data Competency:** Demonstrated experience with school management information systems (e.g., Arbor) and the ability to manipulate spreadsheets (Google Sheets/Excel) to produce accurate data without supervision.
- **Classroom Expertise:** Confidence to engage and supervise whole classes across different age groups, with an understanding of how to support learning targets (literacy/numeracy).
- **Leadership & Communication:** Excellent verbal and written skills, with the ability to lead staff considerately, build team cohesion, and liaise professionally with external agencies and senior stakeholders.

### PERSONAL ATTRIBUTES

- **Flexibility and Reliability:** Essential for early start times and adapting to rapidly changing daily demands.
- **Resilience and Patience:** Ability to maintain a professional, positive, and calm demeanour in a high-paced environment.
- **Commitment to Standards:** A strong eye for detail and a commitment to equal opportunities and safeguarding.

## WHO WE ARE

The Hart Schools Trust (the Trust) is a multi-academy schools trust that currently sponsors the Thomas Alleyne Academy and Roebuck Academy in Stevenage.

- The Thomas Alleyne Academy: a growing secondary school, with sixth form, in Stevenage. The school was graded 'Good' with 'Outstanding' leadership and management at its last Ofsted inspection in 2024.
- Roebuck Academy: a growing primary and nursery school in Stevenage. The school was graded 'Good' at its last Ofsted inspection in 2021.

The Trust is part of the Hart Learning Group, a charitable organisation with a mission to create social and economic value through learning.

The Hart Learning Group currently includes:

- North Hertfordshire College, a large general further education college in Stevenage and Hitchin.
- The Hart Schools Trust, a multi-academy schools trust that currently sponsors Thomas Alleyne's Academy and Roebuck Academy in Stevenage.

- Hart Learning & Development, a progressive new learning and development business which supports businesses of all sizes to engage with and invest in emerging talent.

We're building an amazing team, all of whom share our passion, pace and commitment to helping our students to get where they want to be in life.

Benefits:

- Generous holiday allowances and special leave policy
- Family-friendly policies
- Contributory pension scheme
- Childcare Financial Assistance via the government's Childcare Choices scheme
- Discounted childcare services with Toad Hall Nursery Hitchin (5%) and BusyBees Stevenage (10%)
- Technology products salary sacrifice scheme
- Eligibility for Costco wholesale membership
- Free access to NHC adult leisure courses, and 50% discount on NHC adult professional courses (subject to terms and conditions)
- Free of charge wellbeing support via the Employee Assistance Programme from Legal & General
- Togetherall mental health services
- Eyecare examination and spectacles vouchers (subject to approval)
- Bike2Work Scheme
- A programme of CPD and staff development events throughout the year

If you are keen to make a difference and enjoy working as part of a supportive, dedicated and happy team please come and meet us – visits are warmly welcomed and recommended.

## TO APPLY

**Please apply via the 'My New Term' website. Please note that applications via any other format will not be accepted.**

**Application Deadline: 9am on Monday 2nd February 2026.** (We reserve the right to close the application process early should a suitable applicant be found before the deadline; early applications are therefore recommended.)

**Interview Date: tba**

### SAFER RECRUITMENT STATEMENT

Hart Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check and provide proof of their right to work in the UK. In addition, Google searches will be conducted on shortlisted applicants.

The Thomas Alleyne Academy is an equal opportunities employer with a culture of inclusivity, and we welcome applications from all suitably qualified persons. We are committed to treating all people equally and respectfully, regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.