



# Gothic Mede Academy Application Pack

**Cover Supervisor  
30 hours**





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# INTRODUCTION

Welcome to Gothic Mede Academy 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:

**Thomas Clarke – Executive Principal**

or

**Steph Smith - Head of School**

[GMA-Office@bestacademies.org.uk](mailto:GMA-Office@bestacademies.org.uk)

**Tel: 01462 732002**

**Gothic Mede Academy**

High Street, Arlesey, Bedfordshire SG15 6SL

[www.gothicmede.org.uk](http://www.gothicmede.org.uk)



# 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 GOTHIC MEDE ACADEMY

Gothic Mede Academy is a values-based lower school with approximately 300 pupils located in the centre of the small town of Arlesey.

In our most recent Ofsted report (March 2023), we were judged as Good by inspectors.

Staff and governors are passionate and committed to the school being the best it can be, and we are driven to improve on this Good judgement, which was received in all areas in the inspection report.

Gothic Mede is a happy, nurturing and safe school where everybody challenges each other to be their best. All the children are given a variety of opportunities and experiences so that they can develop, ready for their next stage in education and for what they will encounter in life.

The school community's high expectations and ambition are reflected in the school motto: *Pride in ourselves, pride in our school, pride in our community.*

Joining Gothic Mede is an opportunity to be a part of a forward-thinking team where all staff are highly motivated and continually looking to improve things.

Being part of BEST also allows us to share good practice and liaise with other schools in the trust.



# 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:** 9.00am, Friday 6th February 2026

**Interview date:** 11th February 2026, time to be confirmed

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.

Prospective candidates are encouraged to submit their applications as soon as possible as we reserve the right to close the advert should we feel able to appoint an appropriate candidate.

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





# JOB DESCRIPTION

<b>Job Title</b>	Cover Supervisor
<b>Based at</b>	Gothic Mede Academy
<b>Salary/Grade Range</b>	NJC Scale 3A Points 5-7  (FTE £25,583 - £26,403 pro rata) - actual £18061- £18,640 – TBC via contract)
<b>Responsible to</b>	Executive Principal
<b>Hours</b>	30.00 hours per week, working Monday to Friday (8.30am to 15.30pm), with a 1hour unpaid lunch break. Term-time only (to include five staff training days)

## PURPOSE OF ROLE:

To cover in the absence of a teacher by supervising pupils who are carrying out work set by the teacher in advance.

## MAIN DUTIES AND 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 report to the teacher after the lesson on any issues arising, including the behaviour of pupils.



- To assist in the general efficient operation of the school, including providing cover for other support staff where necessary and as directed by the Principal
- To participate in the appraisal process and undertake training and development as required.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
- To undertake tasks of a similar nature and level, as directed by the Principal.

*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/Principal to undertake work of a similar level that is not specified in this job description.*





# PERSON SPECIFICATION

## Job Title: Cover Supervisor

Attributes	Essential	Desirable
<b>Education/Qualifications</b>	<ul style="list-style-type: none"> <li>Educated to GCSE level (or equivalent) with English and Maths at A*-C</li> <li>NVQ Level 3 or equivalent qualification or experience</li> </ul>	<ul style="list-style-type: none"> <li>Educated to A Level or above</li> </ul>
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>Previous experience of working in a school or education establishment</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience as a Cover Supervisor</li> </ul>
<b>Relevant Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>Understanding of the educational system and National Curriculum</li> <li>Ability to maintain discipline in a classroom situation</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of behaviour management strategies</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Willingness to undertake training</li> <li>Ability to work on own initiative</li> <li>Ability to work effectively as a member of a team</li> <li>Effective communication and interpersonal skills including the ability to converse at ease in accurate spoken English with adults and children</li> </ul>	<ul style="list-style-type: none"> <li>A desire to contribute to the wider life of the school</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>Knowledge of relevant safeguarding/child protection legislation and best practice</li> <li>Values and respects the views of children and young people</li> </ul>	

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

