



BEDE ACADEMY

Emmanuel Schools Foundation

Cover Supervisor

VALUED, CHALLENGED, INSPIRED



WELCOME

Dear Applicant

I am thrilled to see your interest in applying for the role of Cover Supervisor at Bede Academy Secondary.

We believe ours is a truly exceptional school. As an all-through school, we serve students through their Nursery, Primary and Secondary educations. As a Christian-ethos school of character for the whole community, everyone is welcome at Bede Academy whatever their background, or ability, or faith position. We are all united behind a clear moral purpose as summed up in Christ's offer of 'life in all its fullness' John 10:10. As a result, we are a school where staff are fully committed to ensuring that they provide the very best teaching, learning, individual support and enrichment opportunities for our students.

At Bede Academy, we put a great deal of emphasis on ensuring that staff can work in an environment where students want to learn, in both Primary and Secondary phases. As a result, students across our academy achieve very high standards of attainment – often significantly above regional and national standards. These high standards of academic success, underpinned by high levels of student attendance and behaviour are maintained because of a relentless commitment to high expectations both inside and outside of the classroom by all staff.

We focus on the holistic development of young people. Who a child becomes when they leave Bede matters just as much as their academic achievements. Outstanding teaching goes hand in hand with rich opportunities for character development. By putting character development at the heart of our mission, we seek to show students that our community is enriched by their willingness to use their gifts to serve others. A good work ethic, mutual respect and responsibility are key qualities which are nurtured in Bede Academy students of all ages, as we recognise that all are made in the image of God.

If you are a leader who shares this vision of academic excellence, high pastoral standards, care and development of good character within a Christian context and you are interested in serving our community here in Blyth then please give this opportunity careful consideration.

We truly believe that Bede Academy is a great place to learn as a student, and a great place to work as a member of staff. We are looking for someone to lead our Primary phase who holds the highest expectations of themselves, of their colleagues and of the students we all serve.

If this role, and our Secondary school excites you and aligns with your moral purpose, experience and ambitions then do not hesitate to contact us to explore this further.

Shayne Elsworth

Acting Principal, Bede Academy, Secondary

MISSION

CHARACTER EDUCATION

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

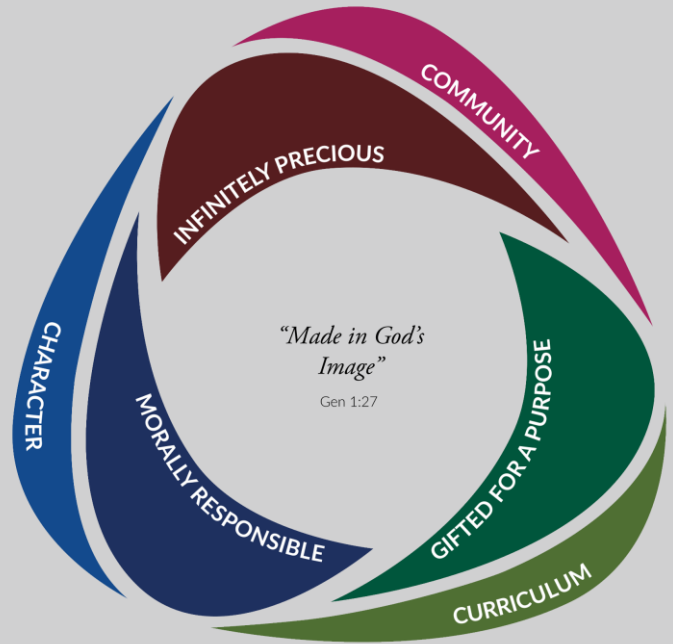
CURRICULUM EXCELLENCE

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”

A young woman with blonde hair, wearing a green school blazer, white shirt, and striped tie, is sitting at a desk. She is focused on painting a drawing on a piece of paper with a brush. The background shows a bulletin board with various papers and a yellow and blue border.

“

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.

Bede 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: £27,784 per annum

Start date: 01 September 2026

Location: Bede Academy, Sixth Avenue, Blyth, NE24 2SY

Working Terms: 32.5 hours per week, Term Time only plus 5 additional days,
Permanent

Deadline

Closing date: 8 June 2026, 9:00am

Interviews to be held: w/c 15 June 2026

How to apply:

For further information, please visit www.bedeacademy.org.uk or call HR on 01670 545111 (option 2) or email recruitment@bedeacademy.org.uk.

A CV may be submitted to supplement your application but will not be accepted in replacement of a completed application form.

[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.

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 expectation.



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