

Elm Tree Multi Academy Trust

Recruitment Information Pack



Cover Supervisor at North Leamington School



An overview of North Leamington School



Dear Applicant,

Our school is a thriving, popular and inclusive comprehensive school, where we pay particular attention to each individual student by promoting their personal, social and educational development. We have all the advantages of being a large school in that we offer a wide-ranging curriculum to enthuse all learners and at the same time employ dedicated and high-quality staff to support and value each student.

North Leamington School is a part of the Elm Tree Multi Academy Trust (ETMAT), with the aim to work in collaboration delivering excellence and enriching the lives of the young people within the Trust.

We have high expectations of our young people; we expect everyone to work towards the common goal of helping them develop the skills and knowledge required in being successful at North Leamington School and beyond. Our students are encouraged to strive for excellence in all that they do at school and grasp all the wonderful opportunities that will present themselves throughout their years of study. We want our young people to aim high, be happy confident learners, support one another and be proud members of our rich and diverse community.

Our ambition is to be an ever-improving learning environment that offers **opportunities** to enthuse engage and enrich the experiences of all its community. We will continue to instil a **commitment** to growth in a positive, dynamic, and **respectful** environment that expects and supports personal **excellence** in the context of **"everyone mattering equally."**

Vision and Values

- **Commitment:** All members of our community are committed to self-improvement, working to achieve both individual and collective goals so all are successful.
- **Opportunity:** Individuals can develop their abilities and talents, and to be successful. We want everyone within our community to be nurtured, challenged, and encouraged to make the most of opportunities.
- **Respect:** Everyone behaves in a respectful and kind way to others. Our school is an inclusive environment where all are valued equally.
- **Excellence:** There is a commitment to excellence in all that we do. We have a culture of high expectations. We expect to do well both as individuals and collectively.

We are extremely fortunate to educate young people in a wonderful environment with state-of-the-art facilities. We have committed, talented teachers and support staff who work hard and deliver excellent outcomes for our young people at all stages. Fundamental to that success is instilling core attributes such as resilience, independence, kindness, progressive thinking and a desire to work hard.

We care deeply about forging positive and strong relationships between all partners – staff, students, parents, carers and governors. Respect for ourselves and each other is at the heart of our school ethos, we want students to work in partnership with our local and global communities and the environment to become positive members of society and role models for our younger students at school.

I would like to thank you for your interest in joining our team here at North Leamington School. If you would like to visit the school, please get in touch with our HR team at hr@etmat.co.uk and we can assure you of a warm welcome.

Kind Regards,

Mr Mike Lowdell

CEO of Elm Tree Multi Academy Trust & Head Teacher of North Leamington School



For further information about our school, please take a look at our website: -

[North Leamington School - Home](#) / www.northleamington.co.uk

Job Opportunity

Job Title:	Cover Supervisor
Opportunity:	This is a great opportunity for an enthusiastic, dedicated person that wants to make a difference to the lives and education of young people. Are you thinking of taking up a career in teaching but would like to experience working in a successful school first? If you are considering a teacher-training course and would like to benefit from a role that enables you to gain paid experience in a student-facing post before fully committing to this career path, this is an ideal opportunity. Alternatively, you may simply have a passion for supporting the learning and development of children of secondary school age. Our committed Cover Supervisor Team play an important part in school life, providing complementary service to our Teachers and Pastoral staff within the school, addressing the needs of students, supporting them in overcoming barriers to learning, and enabling them to achieve their full potential. We are looking for someone with a love of learning and an assertive/confident, but most importantly a positive presence around students. The role provides short-term cover for absent Teachers, supports our Tutor Programme where necessary, mentoring and supporting individual students, and providing lunchtime or break supervision when required.
Reporting To:	Senior Assistant Head Teacher
Working Relationships With:	Cover Manager, Teachers, Pastoral team, other Cover Supervisor colleagues, Teaching Assistants and other support staff.
Location:	North Leamington School Sandy Lane, Blackdown, Leamington Spa Warwickshire CV32 6RD
Salary & Hours:	Permanent Role 32.5 hours per week (or Part time considered for the right candidate*) 08:30am to 3:30pm, Monday to Friday Term-Time Only + 1 week (39 weeks) Scale F, Points 7-10 (Starting on Point 7 – actual salary starting - £19,859 per annum) <i>*Part-time working patterns may be considered, provided these are made up of full days (8:30am to 3:30pm)</i>

What We Offer:

- A fantastic modern school environment with a strong team culture
- A very generous pension scheme and access to a range of health and wellbeing services
- A first-class commitment to developing individuals through personalised CPD programmes
- An easily accessible location with plentiful onsite parking

Job Description

Title of Post:	Cover Supervisor
Location:	North Leamington School
Salary/Grade:	Scale F, Points 7-10
Hours:	32.5 Hours per week, Term-Time Only + 1 Week (39 Weeks)
Responsible to:	Senior Assistant Head Teacher
Purpose of Job:	To provide high quality supervision to support teaching and learning, to enable the effective use of resources and high standards of achievement for students, within an environment in which students feel safe, rewarded and challenged. To provide short-term cover for absent teachers, support the tutor programme, supervise classes, assist with a variety of faculty-based tasks including curriculum support, mentoring, planning, administration, exam invigilation and school trips.

Key Tasks and Responsibilities:

- Supervise whole classes to undertake pre-set work and/or activities during the absence of the regular teacher, including introducing and closing the class
- Ensure that students' special educational needs are recognised and met
- To set high expectations and provide supervision in the classroom
- To maintain high standards of work and behaviour
- To efficiently and effectively deploy quality resources for learning
- To assist with the assessment, recording and reporting of progress
- Provide feedback on student progress and achievement. Ensure good record keeping with respect to teaching and learning within the department
- Ensure homework is set in line with the school policy
- To provide equality of opportunity
- To provide support and mentoring
- Support the tutor programme
- Develop and build relationships with students
- Lead by example to help motivate, inspire and enthuse students in their studies
- Utilise ICT in learning activities and develop pupils' competence and independence in its use
- Promote self-regulation and independence
- Follow course outlines, syllabuses and schemes of work as agreed by senior staff
- Promote a positive climate for learning and maintain effective arrangements for managing student behaviour within departments, in line with the school's Behaviour Policy
- To support and participate in curriculum and faculty development
- Deal with any immediate problems and emergencies in accordance with the school's policies and procedures
- When not required to cover for absent teachers, in-class support/mentoring may be carried out by arrangement with the designated Senior Assistant Head Teacher. Activities will vary depending on the subject
- Maintain regular contact with colleagues and parents/carers

Budget Management

- None

People Management

- None

General Requirements:

All Elm Tree Multi Academy Trust staff are expected to:

- Maintain confidentiality according to organisation and legal requirements
- Uphold school policies, routines and codes of conduct as set out in the Staff Behaviour Policy or other documentation made available to staff
- Undertake other such reasonable duties as may be required from time to time
- Work towards and support the Trust's vision and objectives
- Be aware of, and follow the Safeguarding and Child Protection Policy
- Support and contribute to the school's responsibility for safeguarding students
- Work within the school's Health and Safety Policy to ensure a safe working environment for staff, students and visitors
- Maintain high professional standards of attendance, punctuality, appearance and conduct, and promote positive and courteous working relationships with students, parents and colleagues
- Engage actively in the performance review process
- Show a willingness to undertake training and professional development either in-house or externally

Context of Post

This post should be seen in the context of the School Improvement Plan, the Aims and Values of the school, and the latest OFSTED Inspection Report.

Renegotiation

Elements of this Job Description may be renegotiated at the request of either party and with the agreement of both.

Safeguarding Statement

Elm Tree Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

Skills & Knowledge:

	Essential	Desirable
Working knowledge of common ICT applications, especially Microsoft Word, Excel and Outlook	✓	
Ability to present information effectively, verbally and in writing	✓	
Ability to transfer theory/training into practice and demonstrate skills of problem-solving, drawing on experience	✓	
Ability to take responsibility for planning own work when required, but also have ability to work effectively in a team	✓	
Ability to relate well to both children and adults	✓	
Good communication, persuasion and negotiation skills, including good listening skills	✓	
Ability to empathise with students, especially those with learning difficulties	✓	
A good level of knowledge and understanding of at least one curriculum area		✓

Qualifications & Attainment:

	Essential	Desirable
Attained GCSE Maths and English Grade C (4) or above	✓	
Educated to A-level / BTEC L3 or equivalent		✓
A higher qualification in any discipline e.g. L4, Degree level		✓

Experience:

	Essential	Desirable
Experience of working in a secondary school		✓
Experience of ICT as a learning tool		✓
Working as part of a team	✓	
Working with young people of secondary age		✓

Attitude & Approach:

	Essential	Desirable
Able to form good working relationships with colleagues, and to relate appropriately to students	✓	
Able to be sensitive to the needs of young people	✓	
Committed to safeguarding and promoting the welfare of young people	✓	
Willing and able to work independently and as part of a team	✓	
Flexible and adaptable	✓	
Able and willing to acquire new skills and committed to own professional development and to undertaking appropriate training	✓	
Able to maintain confidentiality	✓	
Ability to manage student behaviour and promote good behaviour	✓	
Able to show initiative and problem solve	✓	
Ability to motivate others	✓	

How To Apply

Closing Date:	Monday 14th September 2026 at 9:00am
Interviews:	Interviews are expected to take place shortly after the closing date; however, we may interview candidates on application. Therefore, we encourage you to apply at your earliest opportunity.

All applications must be completed and submitted online or by emailing to:

hr@etmat.co.uk

Alternatively post your application to:

**Human Resources
North Leamington School
Sandy Lane
Blackdown
Leamington Spa
CV32 6RD**

Alternatively, you can apply via the TES portal online.

If you have any queries regarding the application process, please contact Brian Langley - Trust HR Manager or Eleanor Hancox - HR Officer on:

T: 01926 338711 Ext 8488 / Ext 8408

E: hr@etmat.co.uk

Elm Tree Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All appointments are made subject to receipt of a completed application form, satisfactory references, an enhanced DBS disclosure, online search checks and the right to work in the UK.