



**North East  
Learning Trust**

**Senior Cover Supervisor**  
**Easington Academy**  
Applicant information pack

# **Senior Cover Supervisor**

## **Required September 2025**

### **Permanent**

#### **37 hours per week, term time only**

#### **Grade 4, SCP 12 - 17**

#### **£27,711 - £30,060 per annum (FTE)**

#### **Actual Salary £23,932 – £25,960**

Easington Academy is a part of the North East Learning Trust and are seeking to appoint a Senior Cover Supervisor to join our dedicated team.

At Easington Academy, students consistently achieve good GCSE results year-on-year and we are on a steady path of positive progress. In 2019 we were rated as 'Good' by Ofsted and we are now on a journey of excellence.

Our primary aim is for each young person to be both courageous and caring, resilient and determined as they strive for excellence, an active and well-rounded citizen with deep integrity and one who respects others and contributes positively to society.

Our vision, along with all schools in the Trust, is that every child experiences excellence every day.

#### **We are committed to:**

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued

#### **We can offer you:**

- National Terms and Conditions of Employment (NJC Green Book)
- Local Government Pension Scheme
- Up to 1 day paid leave for staff wellbeing
- Lifestyle Savings – range of discounts from top retail brands
- Discounted gym membership
- 24/7 Employee Assistance Programme and wellbeing portal

#### **The successful candidate will:**

- Have excellent communication skills.
- Take a role in the delivery of interventions, including evaluation of interventions.
- Provide a high-quality curriculum support, intervention and mentoring to students at the academy
- Have excellent IT skills.
- Be proactive and self-motivated.

**Deadline: Monday 12<sup>th</sup> May 2025 8am**

Interviews taking place – to be confirmed

## **How to apply:**

Application packs can be downloaded from our website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to [tracey.hann@easingtonacademy.co.uk](mailto:tracey.hann@easingtonacademy.co.uk) or by post to Tracey Hann, Support Services Manager, Easington Academy, Stockton Road, Easington, SR8 3AY. Please do not submit a CV unless it is to complement your application form.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment. All posts will be subject to receipt of satisfactory enhanced DBS disclosure, medical and reference checks. All pre-employment checks are in line with "Keeping Children Safe in Education" and the Trust's Safeguarding Policy which is available on our website.



# Job description

**Post title:** Senior Cover Supervisor  
**Responsible to:** Deputy Headteacher  
**Responsible for:** Managing cover supervision  
**Salary Band:** Grade 4 SCP 12- 17

## Job Purpose:

To work under the guidance of teaching/senior staff and within an agreed system, to supervise whole classes during absences of the class teacher. Staff involved in cover supervision will be expected to respond to students' questions and generally support students in learning activities in line with school policies and procedures. To independently organise lesson cover.

## Duties and Responsibilities:

- Work with the main office staff and the Deputy Headteacher to keep the cover diary up to date.
- To assign cover teachers to classes each day and ensure this is done in a fair manner
- Keep a record of the amount of cover done by each member of staff and provide analysis of this data.
- Book supply teachers from the supply agency when directed to do so by the Deputy Headteacher.
- Support students with Special Educational Needs (SEN)
- Ensure work set by teachers is passed onto whoever is covering lessons
- Ensure subject work is available prior to the lessons
- To supervise and support students during the absence of a class teacher and communicate the work set by the class teacher to the pupils
- To manage student behaviour and promptly deal with any conflict or incident in line with school policy
- To monitor and evaluate student responses to learning activities against agreed, in order to provide the class teacher with accurate and objective feedback on student progress
- To use specialist skills or training to support students' learning
- To establish positive relationships with students
- To have challenging expectations that encourage students to act independently and build resilience
- To provide feedback to students in relation to progress and achievement
- To implement agreed teaching programmes, adjusting activities according to student responses and needs
- To support departments/activities as and when requested.
- Provide first aid if required
- Supervise pupils during break/lunchtimes as required.





## General

- To be a part of the Support Services team and attend any training courses relevant to the post, ensuring continual personal and professional development.
- To promote positive pupil behaviour and conduct.
- To undertake first aid duties and manage the flow of incidents as requested.

**The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.**

## Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly any defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

## Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns and record any potential safeguarding incidents appropriately.



# Person specification

## Senior Cover Supervisor

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> <li>• HLTA qualification or equivalent qualification/experience</li> <li>• Excellent literacy and numeracy skills – GCSE Maths &amp; English Grade C or above (or equivalent)</li> <li>• First Aid (or willingness to undertake)</li> <li>• An understanding of SIMS to arrange lesson cover</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>• Experience of supporting secondary age children in/out of the classroom</li> <li>• Using ICT in the classroom</li> </ul>	
Aptitude and skills	<ul style="list-style-type: none"> <li>• Ability to use learning technologies</li> <li>• Ability to work within recognised policies and procedures</li> <li>• Understanding of the principles of child development and the learning process</li> <li>• Ability to work independently.</li> <li>• Excellent interpersonal skills</li> </ul>	
Personal qualities	<ul style="list-style-type: none"> <li>• Approachable and courteous manner</li> <li>• Excellent communication skills</li> <li>• Flexible approach to work</li> <li>• Able to work effectively as part of a team</li> <li>• Self-motivation and able to work independently with minimum supervision</li> <li>• Honest and Reliable</li> <li>• Willingness to undergo further training</li> <li>• Commitment to safeguarding and promoting the welfare of children</li> </ul>	



### **References:**

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

### **DBS:**

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

### **Pre-occupational health:**

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

### **Equal opportunities:**

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.

