



**FUTURE
ACADEMIES**
LIBERTAS PER CULTUM

Cover Supervisor Recruitment Pack



WELCOME FROM OUR PRINCIPAL

Dear Applicant,

I am excited to introduce myself as the Associate Principal at The Grange Academy. We are a flourishing, mixed, non-selective secondary school and sixth form, based in Bushey, Hertfordshire, welcoming students from ages 11 to 18.

As part of the **Future Academies** family of schools, we share a commitment to high standards of excellence. With the support of our sponsors, we engage with the best teachers, leading universities, and prominent employers across the country to ensure our students are equipped with the **knowledge, aspiration, and respect** to achieve *libertas per cultum* — “freedom through education.”

We have been on a rapid improvement journey as a school and are now working on becoming the best school in the local area. For us, this looks like a school offering the following:

- An ambitious and accessible curriculum
- High expectations and disruption free learning for all students
- A broad range of enrichment opportunities
- A place where all professionals feel part of something whole, can thrive and develop.

Thank you for your interest in this role. As a Teacher of English, you have an exciting opportunity as an enthusiastic and dedicated individual to join our team and contribute to the continued success of The Grange Academy. In this role, you will play an essential part in supporting our students' academic development and personal growth.

Future Academies is passionate about diversity and inclusivity. We welcome applications from individuals who have the skills and experience to fulfil the requirements of the job description and whose values align with the ethos of our academy. We encourage applications from candidates of all backgrounds, regardless of any protected characteristic.

If you believe you have the skills, experience, and qualities we are looking for, we strongly encourage you to apply. We look forward to meeting you and learning more about how you can contribute to our vision.

If you would like to discuss the role in more detail, please do not hesitate to contact **Emma Stevens, HR Officer**, at e.stevens@thegrange.futureacademies.org.

Thank you for your interest, and we look forward to receiving your application.

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Aziza

Aziza Ajak
Associate Principal

JOB DESCRIPTION

JOB TITLE:	Cover Supervisor
LINE MANAGER:	Assistant Principal
HOURS:	37 hours per week
SALARY:	Scale 3 – NJCH 5 – 6 (£24,790 - £25,183 FTE)
PLACE OF WORK:	The Grange Academy
RIGHT TO WORK:	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations will be required in accordance with the statutory guidance
HOLIDAY ENTITLEMENT:	Support staff – this is a term time role; therefore, your holiday entitlement and pay is incorporated into your salary.
STAFF BENEFITS:	<p>Future Academies recognises its employees as the most important asset and critical to its success. To demonstrate this all staff are offered the following benefits:</p> <ul style="list-style-type: none">• A supportive ethos and concern for the well-being of all colleagues.• Excellent CPD opportunities and career progression.• Employer Contributions to Local Government or Teachers Pension Scheme.• Mintago – employee benefits platform.• Employee Assistance Programme.• Access to a Virtual GP• Eye Care Voucher scheme.• Partnership with YellowNest -Salary sacrifice childcare.
For further information regarding our staff benefits, please visit our website .	
PROBATION PERIOD:	The post holder will be required to complete a 6-month probation period



PURPOSE OF ROLE

To provide classroom supervision for students during the short-term absence of teaching staff, ensuring that pupils remain engaged in learning activities set by the teacher. The Cover Supervisor is responsible for maintaining a safe and positive learning environment, managing classroom behaviour in line with school policies, and supporting the continuity of education in the absence of the regular teacher. This role plays a vital part in supporting the school's teaching and learning process and ensuring minimal disruption to pupils' education.

MAIN RESPONSIBILITIES AND TASKS

Classroom Supervision

- Supervise whole classes during the short-term absence of the assigned teacher.
- Ensure students remain on task with the work set by the teacher.
- Maintain a positive and productive classroom environment.

Delivering Pre-set Work

- Distribute and explain lesson plans and activities provided by the absent teacher.
- Provide general support to students to help them understand the tasks, without delivering new subject material.

Behaviour Management

- Manage student behaviour in line with the school's policies.
- Respond appropriately to incidents and follow safeguarding procedures.
- Report any behaviour or safeguarding concerns to relevant staff.

Monitoring and Feedback

- Monitor student progress during the lesson.
- Provide feedback to the regular class teacher on the lesson, including any issues or achievements.

Administrative Support

- Take registers and ensure attendance is accurately recorded.
- Assist with general classroom administration when not covering lessons.

Professional Conduct

- Uphold the values, ethos, and standards of the school.
- Follow school policies and procedures, including those relating to child protection and health and safety.
- Maintain professional relationships with students and staff.

ADDITIONAL DUTIES

- Be a positive role model to students
- Where necessary, supervise students removed from lessons and ensure this time is used to good effect
- Attend year group evening meetings as required. Examples of these include:
 - Student Services meetings
 - Parent Consultation Evenings
 - Open Evenings
- Undertake any other task reasonably requested by the Principal.
- Adhere to all Safeguarding and Child Protection Policies

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

The Job Description will be subject to periodic review to fit in with the needs of the Trust and provide development opportunities. It is not a comprehensive set of tasks, but sets out the main expectations of the Trust in relation to the postholder's responsibilities and duties at this time

To undertake similar duties, commensurate with the level of the post and at the discretion of the Line Manager, as the Line Manager shall from time-to-time reasonably require.

SAFEGUARDING

As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the trust expects all members of staff and volunteers to share in this commitment. To this end, both an 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check will be required for this role.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Criteria	Essential	Desirable
Training, Qualifications and Experience: On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience:		
	<p>GCSE or equivalent level, including a Grade 4 (previously Grade C) in English and Maths</p> <p>Experience working in a school environment or other educational setting</p>	Evidence of active involvement in professional development
Personal and Professional Qualities and Attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	<p>Excellent communication and presentation skills</p> <p>Excellent use of IT systems such as excel, word, outlook</p> <p>An understanding of and commitment to the ethos of the Academy and the wider trust</p> <p>Ability to deal calmly, professionally and effectively with a diverse group of people at all levels both within and outside the Trust</p> <p>Tact, diplomacy, discretion and confidentiality at all times</p> <p>Ability to work to and achieve tight and /or changing deadlines</p> <p>Excellent organisational skills, ability to prioritise work for self and others</p>	Experience using school-based systems
Additional Requirements: In their statement of suitability and during the selection process, candidates will demonstrate that they can meet the following requirements		
	<p>The ability to remain discreet when privy to confidential information</p> <p>Willingness to undergo appropriate checks, including enhanced DBS checks</p> <p>Commitment to the safeguarding and promotion of the welfare of all children and young people</p> <p>Commitment to equality and diversity</p>	

WHAT WE OFFER YOU?

1

Colleagues who care about the children they serve and each other.

2

A curriculum that is centrally resourced and locally owned.

3

An evidence-based hybrid CPD offer, striking balance between central input and local tailoring to context.

4

Bespoke leadership development opportunities with the chance to be involved in a year-long programme including executive coaching.

5

A thoughtfully crafted staff benefits offer through our partner, Mintago, including tax-free childcare, cycle to work vouchers, virtual GP access and much more.

6

A two-week October half term with no reduction in holidays elsewhere.

7

Integrated instructional coaching through StepLab, enabling feedback, which is timely, developmental, and low stakes.

8

Access to a generous enrichment fund, outside of the school funding envelope, through a bidding process to our charity sponsor, Future.

9

We lean into the size of our MAT. With ten schools, we are small enough for you to know everybody, and big enough for you to lean on them for support.

10

We treasure staff voice and use SchoolSurveys to get benchmarked data on how our staff feel and what they think. 83% of staff feel their line manager make them do their job better, against a contextual benchmark of 69%.

APPLICATION PROCESS

1. Applying for the role

To apply for the post, please visit our website.

[Vacancies - FaceEd \(face-ed.co.uk\)](https://face-ed.co.uk)

Applicants should complete the online application form via FaceEd. Applicants should also complete the 'Personal Statement' section of the online form to the best of their ability and use this section to demonstrate how they meet the requirements set out in the person specification. Please ensure specific examples are included.

Applications must be received no later than **Friday, 11 July 2025** Applications after this date will not be considered.

2. Interview Process

The interview process will take place as soon as possible after shortlisted has been completed. The interview will include a formal interview and may include practical tasks related to the knowledge and skills required for the role.

3. Notification & Feedback

Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.

Unsuccessful candidates will be given the opportunity to receive professional feedback.

4. Taking up the post

The successful candidate will take up the post at the start of the 2025/26 Academic Year - 01, September 2025.

5. Additional information

For further information please email HREnquiries@futureacademies.org and a member of the HR team will contact you.

6. Safeguarding

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