INSPIRES MAT

COVER SUPERVISOR – TEMPLARS ACADEMY

Required ASAP

Templars Academy are looking to appoint an enthusiastic, motivated, outstanding Cover Supervisor to join our wonderful team. We firmly believe in supporting every staff member in their well-being and career development - ensuring we provide the best provision for all our team.

We are looking for a caring and enthusiastic person, who believes in our core values and specific ethos to add value to our experienced and excellent team.

Working hours are 25 hours per week, term time only, 8.45am-3.00pm, Monday to Friday. Starting salary, Scale 6 pt.14, £17,201 per annum.

The successful candidate will be someone with experience of working, understanding and supporting children within an educational setting, demonstrate good teaching and learning skills, a commitment to team and collaborative working and able to display an innovative approach to education. They should thrive when working with children and have excellent communication skills.

It is essential that the successful candidate can demonstrate the following:

- **Hold GCSE's in Maths and English, grade A-C or equivalent**
- Enthusiasm to work with children with a variety of different personalities and skill levels.
- Experience within the Primary phase
- A strong, confident individual who can take control of a classroom.
- Able to engage well with pupils.
- Able to work under your own initiative.
- Smartly presented and with excellent time management skills.

We offer a supportive and enjoyable working environment with a commitment to safeguarding and promoting the welfare of our children.

Visits to Templars Academy are encouraged. Please contact the school office on 01376 513477 to arrange an appointment.

Templars Academy is a busy but friendly school, with lots going on.

Reach, Believe, Achieve

being the best that we can be.

At Templars Academy, we inspire our children to **reach** for the stars, **believe** in their potential, and **achieve** excellence in all aspects of their lives through an inclusive, high-quality education and a nurturing school community. We are dedicated to fostering an environment where every child thrives, is encouraged to aspire to their highest academic, personal, and social capabilities, and is empowered to be the best they can be - reaching their full potential.

Our dedicated staff work tirelessly to deliver a broad and ambitious curriculum that challenges and inspires, ensuring that all children make excellent progress and develop a lifelong love of learning. Alongside academic success, we place great importance on personal development, nurturing social, emotional, and moral growth so that our children are well-prepared for the opportunities and responsibilities of life beyond school.

We are committed to continuous improvement, guided by our core priorities to enhance teaching quality, strengthen leadership, and foster consistent high expectations in behaviour and learning. Together with families and the wider community, we work to ensure that every child at Templars Academy can thrive and achieve their fullest potential.

Inspires Multi-Academy Trust and our schools are committed to:

- Safeguarding and promoting the welfare and safety, and the spiritual, moral, social and cultural development, of children and young people;
- Promoting equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued;
- Promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs;

and expects all staff, volunteers and other workers to share this commitment.

It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

The appointment will be subject to an enhanced DBS check, medical clearance and satisfactory references.

Closing date – 2.11.2026

Interview Date - TBA

Inspires MAT

Job Description

Job Title	Cover Supervisor
Grade	Scale 6
Reports to	An assigned teacher, Headteacher/Head of School, CEO
Responsible for	Learning Assistants
Liaison with	Teaching staff, support staff, Headteacher/Head of School, CEO, pupils and other Trust staff.
Job Purpose	To work with teachers as part of a professional team to support learning activities for classes, groups and/or support pupils undertaking lessons delivered via distance learning or computer aided techniques. To teach classes as agreed with the class teacher. HLTAs will be expected to deliver lessons, assisting with preparing and planning lessons as required, to progress pupils' learning and to assess, record and report on development, progress and attainment as agreed with the teacher. HLTAs work under the professional direction of a teacher and within an agreed system of supervision.
Principal Accountabilities	• Assist the teacher to plan and prepare challenging teaching and learning objectives • Use detailed knowledge and specialist skills to support and progress pupils' learning • Deliver agreed learning activities to pupils, adjusting activities according to pupil responses/needs
Duties	**SUPPORT FOR THE TEACHER** • Organise and manage an appropriate learning environment • Support the teaching in preparing lesson plans • Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against learning objectives • Provide objective and accurate feedback and reports to teachers • Record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and attainment • Establish a clear framework for discipline in line with established policy, anticipate and manage behaviour constructively, promoting self control and independence

	• Support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc. • Support and direct the activities of learning support assistants in the class **SUPPORT FOR PUPILS** • Establish productive working relationships with pupils, acting as a role model and setting high expectations • Promote the inclusion and acceptance of all pupils within the classroom • Support pupils consistently whilst recognising and responding to their individual needs • Encourage pupils to interact and work co-operatively with others and engage all pupils in activities • Promote independence and employ strategies to recognise and reward achievement of self-reliance • Provide feedback to pupils in relation to progress and achievement • To follow the school's procedures in relation to safeguarding and report any concerns regarding an individual or group of children to the relevant School Safeguarding Lead. **SUPPORT FOR THE CURRICULUM** • Use ICT effectively to support learning activities and develop pupils' competence and independence in its use • Select and prepare resources necessary to deliver learning activities, taking account of pupils' interests and language and cultural backgrounds
General	• Comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person • Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop • Contribute to the overall ethos/work/aims of the school • Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.

	• To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Inspires MAT Board of Trustees is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. • To abide by the Inspires MAT Staff Dress Code at all times. • As part of the Inspires MAT you may be required to work or attend at any of the other schools in the trust. The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher/Head of School/CEO to carry out appropriate duties within the context of the job, skills and grade.

Cover Supervisor

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Successful experience working with children in a school/early years environment Educated to NVQ Level 3 in learning support/early years or equivalent qualification/experience Meet Higher Level Teaching Assistant standards
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid Understand classroom roles and responsibilities and your own position within these
	Literacy	Good reading and writing skills, to include a minimum of GCSE English grades A-C or equivalent
	Numeracy	Good numeracy skills, to include a minimum of GCSE Maths grades A-C or equivalent
	Technology	Full working knowledge of ICT to support learning
Communication	Written	Ability to write detailed reports, letters etc
	Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively
	Languages	Specialist language/communication skills if appropriate
	Negotiating	Ability to negotiate effectively with adults and children
Working with children	Behaviour Management	Ability to demonstrate effective implementation of the school's behaviour management policy and strategies which contribute to a purposeful learning environment
	SEN	Successful completion of training to support SEN if appropriate
	Curriculum	Working knowledge and experience of implementing national curriculum and other relevant learning programmes Good working knowledge of specialist curriculum area(s) if appropriate Understanding of statutory frameworks relating to teaching

	Child Development	Detailed understanding of child development and learning processes Ability to assess and record progress and performance and recommend appropriate strategies to support development Motivate, inspire and have high expectations of pupils
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Ability to make a proactive contribution to the work of the team supporting children, their families and carers through thinking, planning etc Ability to work with parents and carers to improve support for children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with a range of adults
	Information	Contribute to the development and implementation of effective systems to share information
Responsibilities	Organisational skills	Good organisational skills Ability to remain calm under pressure To be flexible Follow instructions accurately Use own initiative and work independently
	Line Management	Ability to manage and support the work of others
	Time Management	Ability to manage own time effectively Ability to adapt quickly and effectively to changing circumstances, situations
	Creativity	Demonstrate creativity and an ability to resolve problems independently
General	Equalities	Awareness of and promotion of equality

	Health & Safety	Good understanding of Health & Safety
	Child Protection	Good understanding and effective implementation of child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Constantly improve own practice/knowledge through self-evaluation and learning from others