



Crispin
School

Aspiration - Compassion - Excellence

COVER ASSISTANT
INFORMATION FOR CANDIDATES



Contents

3.....	Advertisement
4	Wessex Learning Trust
5	Welcome to Street
6-7	Job Description
8-9.....	Person Specification

ADVERT

Cover Assistant

To start as soon as possible, permanent contract

08:15 – 15:10 less 40 minute break (6.25 hours per day), Monday to Friday term time plus five training days / twilight sessions (31.25 hours per week).

Salary Range: Grade 12, points 12-19 (£28,598 - £32061) per year. Full time / all year round equivalent, actual starting salary £20,959 per year.

As a member of support staff at Crispin, employed by the Wessex Learning Trust, you will be enrolled in the Local Government Pension Scheme. In addition to your own contribution to the pension scheme we also currently contribute 24.4% of your gross pay into the scheme.

We are looking for a committed and supportive Cover Assistant to join our highly successful team. As Cover Assistant your role will be to support the cover process for the short and long term absence of teaching colleagues. You will be part of our Cover Team led by the Cover Manager and supported by the Assistant Headteacher (Curriculum) and we have a number of colleagues who regularly provide support at Crispin. You will have a full programme of induction.

To apply for this position, please complete a teacher application form, (available on The Wessex Learning Trust website), together with a letter of application for the attention of the Acting Headteacher, Mr Lee Cornwall. Your letter should be no more than two pages, detailing your experience to date and why you are the best candidate for the position. Completed applications should be returned by email to the Headteacher's PA, Mrs Hannah Herbert HHHerbert@crispinschool.co.uk

Closing date for this post: 09:00 Monday 24 November 2025.

Supported by the Partnership Board, our staff work hard to deliver a rich and challenging curriculum to prepare young people for the next stages of their education and careers.

It is an exciting time to join the Wessex family as we grow, we can offer:

- Professional induction, training and continued professional development opportunities.
- Extended Leadership and other opportunities to develop your career.
- Excellent collaboration across Trust Schools, extensive learning communities and specialist subject leads, to enhance the learning of our young people and enhance your development.
- Staff benefits including reduced leisure centre membership and cycle to work scheme.
- A staff assistance programme with a specialist provider, CareFirst who provide a 24/7 free phone helpline, or face-to-face counselling for every employee in the Wessex family.

The Wessex Learning Trust is committed to safeguarding young people and promoting the welfare of children, and all staff appointed will undergo online checks and be required to undertake an enhanced Disclosure and Barring Service Check. This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement of the role.

WESSEX LEARNING TRUST

At The Wessex Learning Trust, our family of academies here in the South-West of England strive to offer a world class, Twenty First Century education for all young people between the ages of 0 and 19, by providing outstanding learning opportunities and creating centres of educational excellence that meet the needs of all children.

We are passionate about providing the very best education for all the children in our Academies. Our ambition is that every student is helped to achieve their full potential so that they can make a positive contribution to our society and realise their lifetime ambitions.

Each individual Academy in the Wessex Learning Trust is encouraged to maintain its own distinctive ethos, be at the centre of their community and raise aspirations and achievement. This is achieved in two ways: firstly, through excellent teaching to inspire curiosity, unlock talents and realise potential; and secondly, by ensuring high quality care, guidance and support that ensures the personal development and welfare of each child.

By working together, we believe we can harness the talents of all our staff, share good practice between all our academies, and share resources that enable us to concentrate on delivering excellence in education.

Our staff are the best around, and give their all to promoting a fulfilling and engaging curriculum. Across the Trust everyone plays to their strengths, and is supported so as they work their best - and thus help our students work their best too.

Our Benefits:

- Professional induction, training and continued professional development opportunities
- Staff benefits including reduced leisure centre membership and cycle to work scheme
- A staff assistance programme with specialist provider, CareFirst who provide a 24/7 free phone helpline, or face-to-face counselling for every employee in the Wessex family
- Exciting opportunities as part of a growing multi-academy Trust
- Eligible for Local Government Pension Scheme
- Collaborative working across the Trust



WELCOME TO STREET

Crispin is a secondary school on the eastern edge of Street, a large village in Somerset with a population of around 12,000. It is situated on the Somerset Levels close to Glastonbury, Wells and the Mendips. The village has an interesting history with evidence of Roman occupation. Street is home to Clarks, the world famous footwear retailer and its headquarters is still in the village. Much of the Street site now houses the popular and thriving designer outlet shopping complex of 'Clarks Village'.

Somerset generally is a warm and friendly county and Street is no exception. The village itself contains a good range of leisure facilities including a theatre which hosts live performances and a wide range of films, sports facilities and an open air swimming pool. The Glastonbury Festival also takes place very near to the village. There are also a good range of local shops. As one resident of Street said 'if you choose you can walk to pretty much everything you need'. There is easy access to the coast and there are a number of National Trust properties in the area as well as nature reserves and areas of outstanding natural beauty.

As well as being located in a beautiful part of Somerset, Street is well connected by road being close to the M5, A303 and on a number of bus routes. There are also nearby rail links to London, Bath, Bristol, Devon and Cornwall. Bristol Airport is also close with a wide range of destinations from Iceland to Egypt. There are a number of interesting towns and cities nearby including Glastonbury, Wells and Frome. A little further afield, one can easily reach the likes of Bath and Bristol which are both major European cities and home to a very wide cultural and sporting life including excellent music venues, theatres, cinemas, restaurants and professional sports clubs including football and rugby.

Housing is still relatively affordable in Street and many of the surrounding towns and villages. Many colleagues talk of how the area is a safe, yet vibrant area to bring up families with a range of good schools and a college which shares its site with Crispin. Yet at the same time there are a myriad of excellent leisure opportunities and major cities within an hour's travel.



JOB DESCRIPTION

Post Title:	Cover Assistant
Purpose:	To cover lessons and support student learning in a safe, purposeful learning environment
Reporting to:	Assistant Headteacher (Curriculum)
Liaising with:	Headteacher, Deputy Headteacher, Assistant Headteachers, Heads of Faculty and Department, teaching staff and the cover team.
Working Time:	Monday to Friday, term time plus five training days 08:15 – 15:10 with 40 minutes lunch break
Salary/Grade:	Grade 12
Disclosure level:	Enhanced
Main (Core) Duties:	

Core Responsibilities

The post holder:

- Is responsible to the Assistant Headteacher (Curriculum) in respect of their overall duties.
- Interacts on a professional level with other colleagues and seeks to establish and maintain productive relationships with them.

Purpose of the Position

To supervise the learning of whole classes during the short term absence of the class teacher as students undertake the work set. To carry out other supervisory roles including accompanying educational visits and the invigilation of examinations and to support teaching and learning across the school. To work in other areas of the school on educational and administrative tasks at times when not required to supervise classes.

Core Responsibilities

- Liaison with teaching staff before and after cover lessons to ensure effective preparation of the cover lesson and comprehensive feedback of progress made
- Register and record student attendance in lessons
- Supervise the work of whole classes set by their subject teacher in accordance with school policies and assist students in achieving the learning objectives of the lesson
- Answer student queries about processes and procedures relating to the lesson and the work set
- Manage the conduct of students to ensure a positive learning environment, including setting high expectations of conduct and behaviour
- Deal with any immediate problems or emergencies according to school policies and procedures
- Collect completed work after the lesson and return it to the appropriate teacher
- Assist with other activities relating to the supervision of students e.g. general supervision during break periods, support in classes, on educational visits, examination invigilation. Support the delivery of learning through personal assistance to teachers, supporting teachers in the classroom
- Carry out administrative tasks to support teachers in the delivery of high quality teaching and learning
- Be aware of, and comply with, all policies relating to child protection, equal opportunities, health and safety, security, confidentiality, data protection, reporting all concerns to the appropriate authorised person

JOB DESCRIPTION (CONTINUED)

- Make use of all relevant data and information pertaining to individuals and groups of students when delivering lessons
- Working with individuals or groups of students on learning interventions or during periods when they are working to returning to class room based learning
- Be involved in the evaluation of the effectiveness of provision regularly with the Cover Manager

Other Specific duties:

- To play a full part in the life of the school community in implementing its vision, mission and ethos and support staff and students to do likewise
- To carry out other responsibilities as determined by the Headteacher, following consultation

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Please note the offer of employment is subject to DBS, medical, references and satisfactory completion of a six month probationary period.



PERSON SPECIFICATION

Qualifications

Essential

- Good English, Mathematics, ICT and communication skills

Desirable

- Experience of working with children / young people

Experience

Desirable

- Knowledge of how to work with secondary aged students
- Good communication skills and the ability to work as part of a team
- Ability to be reliable, resourceful and take the initiative
- Ability to balance priorities and changing demands under pressure
- Ability to work independently within agreed boundaries
- Some experience of working with children and young people

Knowledge, Skills and Understanding

Essential

- A commitment to promoting equal opportunities and meeting individual needs
- Competent personal skills in dealing with young people
- Commitment to helping every student achieve their potential
- Ability to work as part of a team
- Ability to be flexible to the needs of students
- Effective communication, interpersonal and organisational skills
- Ability to use ICT to support students' learning

Crispin's Values and Ethos

Essential

- Value the contribution that each individual brings to the school community
- Respect and value diversity and promote equality
- Promote and model mutual respect
- Commitment to inclusive education
- Committed to safeguarding and promoting the welfare of children and young people

Personal Qualities

Essential

- Patience, empathy and compassion
- A genuine interest in children and young people and a willingness to support and assist them towards independence
- Ability to develop and maintain positive relationships with colleagues, staff, students, parents and carers

PERSON SPECIFICATION CONTINUED

- Ability to remain calm under pressure
- Seek to work collaboratively to resolve conflict
- Enthusiasm to support young people to develop intellectually and personally
- Strong commitment to CPD
- Resilience
- Emotional intelligence
- The ability to speak fluent English

Desirable

- Possess an excellent sense of humour