



Wath
Academy

Recruitment Pack



Welcome to Applicants

Thank you for your interest in Wath Academy.

We hope that the information contained within this pack will help you decide whether Wath Academy is the right place for the next stage of your career.

Wath Academy is a successful and oversubscribed 11-18 academy with over 2,100 students on roll, including more than 450 students in our thriving Sixth Form. As part of Place Partnership, we are committed to our shared vision that people belong, place matters, and purpose lasts.

Our academy is built upon a culture of high expectations, strong relationships and a relentless commitment to ensuring every young person achieves their full potential. We believe that when people feel valued, supported and connected to their community, they are empowered to thrive both academically and personally.

Wath Academy combines a rich history of academic and sporting success with an ambitious vision for the future. We are immensely proud of our students, our staff and the wider community we serve. Despite being one of the largest secondary schools in the region, we pride ourselves on providing a caring and inclusive environment where every individual is known, valued and encouraged to succeed

We recognise that education is about much more than examination results. Through a broad and ambitious curriculum, extensive enrichment opportunities and exceptional pastoral support, we aim to develop confident, resilient and compassionate young people who are equipped to make a positive contribution to society.

At Wath Academy, we are passionate about delivering exceptional educational experiences that inspire ambition, cultivate character and enable every young person to lead a successful and fulfilling life. We know that this can only be achieved through the dedication, expertise and commitment of our staff, and we are deeply committed to supporting colleagues through high-quality professional development, collaboration and wellbeing initiatives.

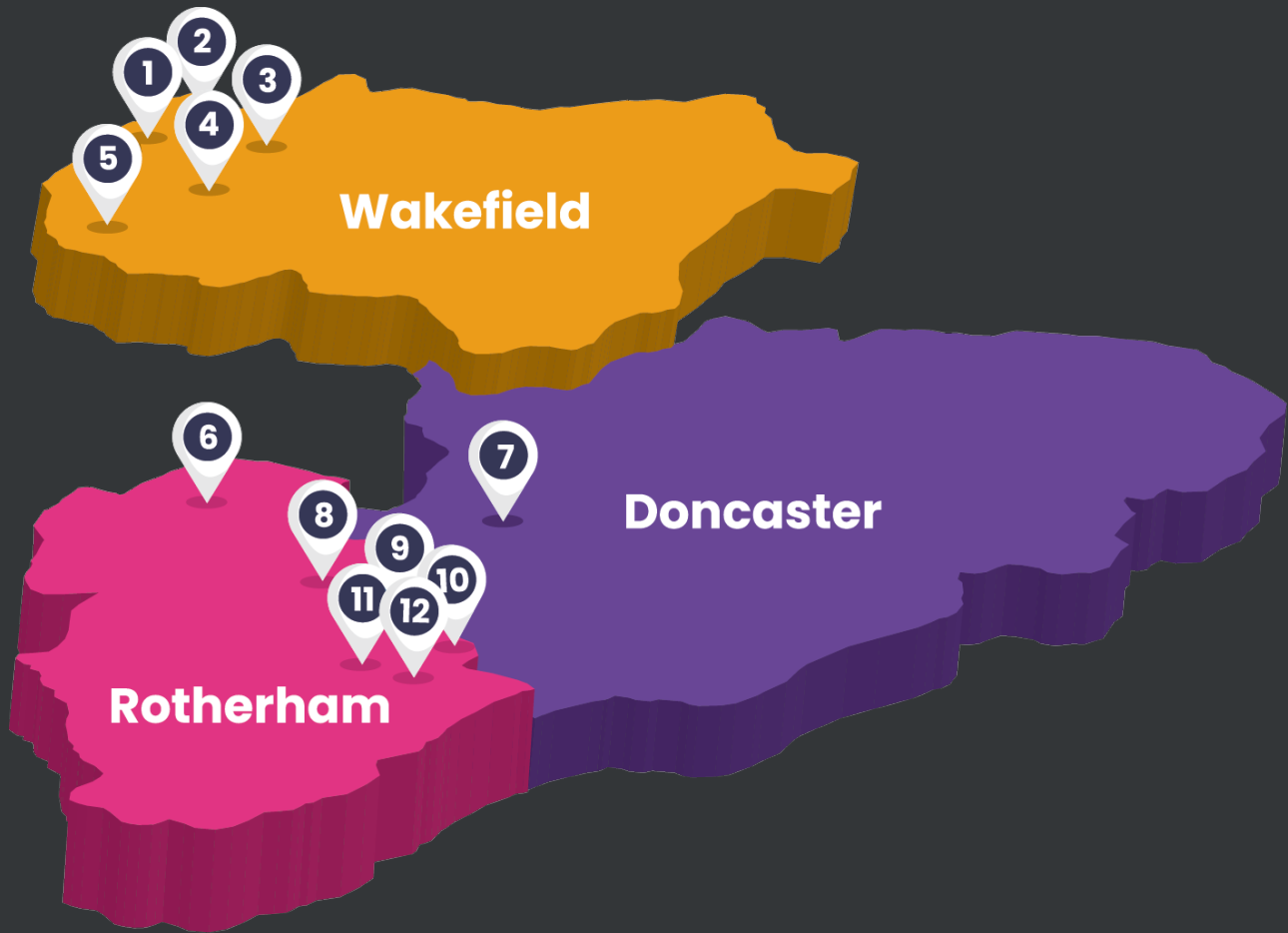
I am incredibly proud to lead Wath Academy and to work alongside such talented pupils and dedicated staff. If you share our ambition to provide outstanding opportunities for young people and are excited by the prospect of contributing to our continued success, we would be delighted to hear from you.

Yours sincerely,

Andrew Hopkin
Principal



About Place Partnership



1. Ossett Academy and Sixth Form College
2. South Ossett Infants Academy
3. Horbury Academy
4. Horbury Primary Academy
5. Middlestown Primary Academy
6. Wath Academy and Sixth Form

7. Sir Thomas Wharton Academy and The Sixth Form Partnership
8. Ravenfield Primary Academy
9. Maltby Redwood Academy
10. Maltby Manor Academy
11. Maltby Lilly Hall Academy
12. Maltby Academy and The Sixth Form Partnership

Place Partnership, established in 2026, comprises 12 academies, supporting children and young people from early years through to Post 16 across South and West Yorkshire. At the heart of our organisation is a commitment to building a culture where people feel valued, take pride in their place, and hold high expectations because everyone matters. We are dedicated to providing a high-quality education which ensures that every child is given the opportunity to achieve their full potential.

As an employer, we invest in our people through extensive professional learning and development opportunities, a comprehensive wellbeing offer, and a wide range of generous employee benefits.

Our Vision

People belong, place matters, purpose lasts.

Our Mission

We commit to building a culture where people feel valued, take pride in their place, and hold high expectations because everyone matters.

Our Values



Value Our People

We commit to building a culture where people feel valued, take pride in their place, and hold high expectations because everyone matters.



Take Pride in Our Place

We care for our communities and work in partnership, so that people feel connected, supported and part of something to be proud of.



Act with Enduring Purpose

We focus on what matters most, our young people, making decisions that stand the test of time.



Staff Benefits

We recognise that our people are our greatest strength. Creating an environment where every colleague feels valued, supported, and able to thrive is one of our core values.

As part of our commitment to staff wellbeing and professional growth, we offer a comprehensive suite of benefits designed to support you at every stage of your career:



Generous annual leave entitlement for full-time colleagues, rising with length of service.



A Corporate Paid Healthcare Cash Plan through Westfield Health, with the ability to claim money back for essential healthcare and access a GP 24/7 through Doctorline.



A competitive salary, incremental progression, and an enhanced pension scheme through either the Teachers' Pension Scheme or the Local Government Pension Scheme.



An extensive professional learning and development offer, with regular training and development tailored to your role, ambitions, and career stage.



Apprenticeship pathways which support colleagues to progress into new roles and qualifications while working.



Family friendly policies, including enhanced maternity, paternity, adoption, and parental leave.



A collaborative working culture, enabling you to learn from colleagues across the Trust and share best practice.



Staff recognition programmes celebrating excellence, dedication, and positive impact.



Supportive, inclusive environments where wellbeing and belonging are prioritised.

Access to Reward Gateway which offers:

- A SmartSpending App, allowing for instant savings on everyday high street brands, including supermarkets.
- Cashback schemes.
- Employee Assistance Programme with 24/7 confidential access to trained counsellors.
- Salary sacrifice schemes including Cycle2Work and SmartTech.
- A wellbeing centre, offering workout videos, healthy recipes, guided meditations, and articles focused on mental, emotional, financial, and physical health.



About Wath Academy

- Wath Academy is a successful and oversubscribed 11-18 academy located in Wath-upon-Deane, Rotherham, serving more than 2,100 students, including a thriving Sixth Form of over 450 students.
- We are proud to be part of Place Partnership, a family of academies united by the vision that people belong, place matters, purpose lasts, and committed to providing exceptional opportunities for children and young people across South and West Yorkshire.
- We have a rich heritage spanning more than 100 years, combining strong traditions with a relentless focus on excellence, innovation and continuous improvement.
- We are committed to delivering an ambitious curriculum and exceptional educational experiences that inspire ambition, cultivate character and prepare young people for future success.
- We offer an inclusive and supportive community where high expectations are underpinned by care, compassion and a commitment to ensuring every student feels valued and able to thrive.
- We offer extensive enrichment, leadership and personal development opportunities that broaden horizons, develop skills for life and help students become confident, responsible citizens.



Ofsted Report 2023

Pupils enjoy exceptional development opportunities that extend learning beyond the classroom. They learn many different life skills to help prepare them for the wider world.



Teachers are well trained and enthusiastic, and they reflect on how to improve their practice.



Cover Manager

Location: Wath Academy

Salary: Band G

Contract: 37hrs per week, Term Time Only + 2 Inset Days, Permanent

Salary: £33,119 – £35,570 FTE

Actual Salary: £28,391.00

Start date: As soon as possible

About the Role

Wath Academy is seeking to appoint an organised, proactive and highly motivated **Cover Manager** to oversee the effective coordination of staff absence and daily cover arrangements across the Academy.

The successful candidate will play a key role in ensuring the smooth day-to-day operation of the Academy, managing and deploying the Cover Supervision Team, coordinating supply staff and ensuring that appropriate cover arrangements are in place to minimise disruption to students' learning.

We are looking for an individual with excellent organisational, communication and problem-solving skills, who can work effectively under pressure, respond confidently to changing priorities and build positive working relationships with colleagues at all levels.

Wath Academy already has a strong team of professionals delivering high-quality learning in and out of the classroom who work together to achieve our Trust Vision – Create a Multi Academy Trust where every child, colleague and community feels a strong sense of belonging, pride and purpose. We strive to build an education system that delivers excellent outcomes and creates a lasting, positive impact on the communities we serve.

If you are a motivated team player who shares our values and is committed to making a positive contribution to the Academy, we would welcome your application.

About You

The successful candidate will...

- Have experience of managing and coordinating staff or resources within a busy working environment, ideally within an educational setting.
- Demonstrate excellent organisational and time management skills, with the ability to prioritise competing demands and respond effectively to changing circumstances.
- Be a confident and proactive problem-solver, able to make sound decisions under pressure to ensure the smooth running of the Academy.
- Have strong communication and interpersonal skills, with the ability to build positive working relationships with colleagues, external agencies and other stakeholders.

- Have experience of leading and motivating a team, promoting high standards of performance and professionalism.
- Be confident using management information systems and maintaining accurate records, with excellent attention to detail.
- Demonstrate a commitment to safeguarding, confidentiality and the welfare of young people.
- Be flexible, resilient and adaptable, with a positive attitude, strong work ethic and a willingness to take initiative.
- Share the Academy's values and commitment to providing a high-quality learning environment where all students can achieve their potential.

About Place Partnership

This is an exciting opportunity to join a forward-thinking and ambitious organisation, driven by a genuine passion for the wellbeing, care, and education of young people.

Place Partnership was formed in September 2026 following the voluntary merger of two strong and successful Trusts in South and West Yorkshire: Maltby Learning Trust, established in 2014, and Accord Multi Academy Trust, founded in 2016. At the heart of Place Partnership is a commitment to building a culture where people feel valued, take pride in their place, and hold high expectations because everyone matters. At Place Partnership we are dedicated to providing high-quality education which ensures that every child is given the opportunity to achieve their full potential.

We invest in our people through extensive professional learning and development opportunities, and we recognise that our people are our greatest strength. As such, we offer a comprehensive suite of benefits as part of our commitment to wellbeing and professional growth. Here are a few examples of employee benefits that focus on our employees Financial, Physical and Mental Wellbeing:

- Membership to either the Teachers' Pension Scheme or the Local Government Pension Scheme
- Technology scheme via SmartTech*
- Access to an extensive discounts platform via 'Place Plus'
- Access to an industry leading Employee Assistance Programme (EAP)
- 24/7 access to an online GP or Advanced Nurse Practitioner through Corporate Paid Healthcare Cash Plans
- Access to health and wellbeing services, with the ability to claim money back for essential healthcare such as prescriptions, optical and dental care through Corporate Paid Healthcare Cash Plans.
- Cycle to Work Scheme*
- Free, on-site parking at every site
- Trained Mental Health First Aiders in all our settings

*restrictions apply

For full details of our employee benefit package, please see our recruitment pack.

Further Information

Visits are warmly welcomed and can be arranged. For further details regarding this opportunity, for an informal discussion regarding the role or to arrange a visit, please do not hesitate to contact Mrs Beth Hawke, PA to Principal at bhawke@wathacademy.com

Closing Date: Friday 13 November 2026 at 9:00am

Interviews are expected to take place: W/C 16 November 2026

Place Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to an Enhanced Disclosure and Barring Service (DBS) check and checks of the relevant barred list / prohibition lists.

Place Partnership is committed to providing a culture of inclusion, respect and equity of opportunity that attracts, supports, and retains high quality colleagues from all backgrounds and across all job roles.

Candidates will always be shortlisted based on the content of application against the job description and essential criteria without access to the personal details information.

Based on the quality and quantity of applications received, Place Partnership reserves the right to interview sooner than the specified dates above. Applicants will be notified of this where possible. Therefore, early applications are encouraged.

Role Description

Cover Manager

Pay Range:	Band G
Responsible For:	Cover Supervisors
Responsible To:	Associate Assistant Principal

Overall Purpose of the Job

- Manage and deploy the Cover Supervision Team as efficiently and effectively as possible, throughout the day, in order to meet the Academy expectations and student learning needs.
- Responsible for recording all absence on Academy systems on a daily basis.
- Provide cover for absent staff when necessary and workload permits.
- Quality assure the cover lessons given by the cover supervision team and external agency staff used to cover absent teaching staff.
- To be committed to the safeguarding and promotion of the welfare of young people and to demonstrate this commitment in every aspect of this job.

Objectives

Absence Management Responsibilities

- First point of contact each morning for all absence related telephone calls from staff, completing, recording and inputting absence data on to the Academy's database systems.
- Update the Academy database system with all approved Leave of Absence requests.
- Support the provision of reports on absences to SLT and/or HR as requested for either sickness or leave of absence.
- Manage the efficient and effective deployment of the Cover Supervisor Team with regard to covering lessons, break and lunch times and mentor periods ensuring the Academy is fully staffed and operational at all times.
- Ensure lesson plans are available and provided by staff for every lesson, for both planned and unplanned absences, informing Curriculum Leaders and SLT of emerging patterns.
- Liaise directly with teaching staff in circumstances of emergency cover.
- Organise supply staff cover for short and longer term absences, liaising with supply agencies in consultation with the HR as required.
- Ensure all necessary checks are undertaken on all agency cover staff by the agencies prior to colleagues working at the Academy referring any concerns to HR.
- Induct all new cover staff into the Academy prior to their first cover lesson including general Health and Safety, safeguarding and Code of Conduct.
- Responsible for updating and administering all aspects of the Academy's staff cover system.
- Take responsibility for allocating free rooms and arranging room changes, notifying staff and students of these changes in a timely manner.

Financial Management Responsibilities

- Seek best value for the procurement of agency staff.
- Check invoices received for cover staff to enable SLT to approve invoices.
- Liaise with Finance and/or HR regarding cover costs.

Administrative Responsibilities

- Support with organising other Academy events.
- Keep SLT and HR informed of staffing levels on a regular basis.
- Hold regular meetings with managed staff, and ensure team is appraised of their performance and development opportunities explored.

General Responsibilities

- Contribute to and uphold the Vision and Ethos of the Academy.
- Treat all users of the Academy with courtesy and consideration.
- Present a positive personal image, contributing to a welcoming Academy environment which supports equal opportunities for all.
- Other duties commensurate with the grade of the post as directed by the Principal.

Policies and Practice

- Promote the Academy's positive identity. 'Can Do' ethos and commitment to developing employability skills.
- Maintain discipline in accordance with Academy procedures and encourage good punctuality, attendance, behaviour, standards of work and homework/prep learning.
- Implement statutory national guidelines. Trust and specific Academy policies and procedures which:
 - Promote and safeguard the welfare of young people (as in 'Keeping Children Safe in Education' and Child Protection Policy)
 - Ensure Health and Safety practices, including Risk Assessments are in line with national and Trust requirements.
 - Promote working practice (Place Partnership Code of Conduct).
- Lead and model for colleagues working as members of designated team and contribute positively to effective working practices.

Safeguarding

- Safeguarding and promoting the welfare of children and young people and compliance with all safeguarding policies, procedures and statutory guidance.

The aim of the Role Description is to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility.

This is an outline Role Description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any lesser duties as directed by the Principal.

Place Partnership Multi Academy Trust is committed to safeguarding the welfare of children and expect all staff to share this commitment. An Enhanced DBS Disclosure is required for all staff.

Person Specification

Cover Manager

	Essential	Desirable
Qualifications and Training	- GCSE Maths and English to Grade 4/C or above (or equivalent). - NVQ Level 5 (HND) Admin qualification (or equivalent).	- Team Leader. - Support Staff in Schools ECDL qualification.
Experience, Knowledge and Understanding	- Considerable experience of line managing a team. - Considerable experience of working within an Academy/Senior School. - Experience of using MIS systems. - Ability to apply procedural and practical knowledge, including safeguarding, data protection issues, etc. - Knowledge of Eligibility to Work in the UK and Safer Recruitment in Schools. - Knowledge and commitment to safeguarding and promoting the health, safety and welfare of young people.	Experience of working within a HR office.
Skills and Attitude	- Ability to think strategically and be able to react to situations/instances occurring within the Academy, at a given moment in time, to ensure efficiency and effectiveness of cover is provided. - Excellent problem solving and time management skills are required. - Requires developed communication and interpersonal skills, including negotiation and persuasive skills. - Must have developed keyboard skills, precision and speed. - Ability to work on own initiative and be able to prioritise work of Cover Supervisors, as well as own work requirements. - Ability to respond to crisis situations and to make on the spot decisions to resolve challenging problems and situations.	
Personal Qualities and Attributes	- Demonstrates an absolute commitment to the Academy Vision and Place Partnership behaviours on a daily basis. - Embodies the Key Drivers: - World class learning - The highest expectations - No excuses - Growth mindset - Never give up	

	○ Everyone is valued ○ Integrity • Demonstrates competency in the following leadership traits: ○ Self-awareness ○ Resilience and emotional maturity ○ Personal drive ○ Impact and influence ○ Holding to account ○ Relating to others ○ Collaboration ○ Analytical thinking ○ Conceptual thinking • Successful working relationships with colleagues/other stakeholders. • Innovative, able to contribute new ideas and help establish them. • Energy and flexibility. • A professional approach borne out of the confidence and effectiveness in role. • Role model of best practice. • Maintain a positive attitude and keep calm under pressure. • Communicate effectively and concisely both in verbal and written form to a variety of audiences. • A high degree of personal and professional integrity, confidence and loyalty. • Enthusiasm for and commitment to the achievement of the vision for success at all levels. • Ability to be reflective and self-critical. • Enjoys working with young people.	
Commitment	• An interest in educational issues. • A believe that everyone can benefit from, and has entitlement to, high quality educational opportunities. • A personal commitment to lifelong learning and continuous professional development. • Commitment to high standards, best value and continuous improvement.	• Further career development.

**The postholder is required to ensure they have the appropriate business insurance to meet the requirements of the post.*

Postholder Acceptance

I acknowledge receipt of this job description and understand the expectations associated with the role.

Postholder Name

Postholder Signature

Date



Wath Academy



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