



# Candidate Recruitment Pack

Cover Supervisor

Required As Soon As Possible



# MESSAGE FROM THE CEO AND HEADTEACHER

## Welcome to the Achieve and Learn Trust

“Ensuring the best outcomes for children and young people”

The Achieve and Learn Trust has recently rebranded with new leadership at all levels. We are excited about this new strategic direction and the changes made to improve educational provision even more, for all our young people.

### Our Vision

At the heart of the Trust’s vision is a belief that students deserve the best educational experience with aspirational curriculum provision and enrichment opportunities. We strive for personal and academic achievement within a safe, inclusive and enriched learning environment: opening minds, opening doors to learning opportunities and opening up pathways to successful futures.

### Our Aims

Our aim is to ensure that all schools within the Trust aspire to be strong providers and aim for exemplary practice through creative approaches.

### Our Future

We have an appetite for continuous improvement and development, with an overall ambition of expanding the Trust to develop a local partnership of schools, covering both primary and secondary phases. This will enable us to foster true partnership and collaborative work that both supports and challenges member schools.



Ms Kim Earle  
CEO of the  
Achieve and Learn Trust

## Welcome to Altrincham College

I am very proud as Headteacher to welcome you to Altrincham College.

Altrincham College is an over-subscribed 11-18 Academy set in the pleasant South Manchester suburbs of Hale/Timperley, on the Manchester/Trafford border. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. *Our vision is to nurture well-rounded citizens of the future who are knowledgeable, happy and resilient so that they make a valuable contribution to the world in which they live and are empowered to make informed and positive life choices.*

Altrincham College places a high value on professional development; CPD opportunities will be available to the successful applicant.

This post offers the opportunity to join a great place to work where you will be supported by a hugely talented staff team across the Trust.

This is an exciting opportunity for an outstanding, creative teacher with the drive, passion and commitment to join our hugely talented team of staff, working together to encourage and support every child in reaching their full potential.



Mr Andy Keegan  
Headteacher

# ROLE OVERVIEW

## **CONTRACT TERM:**

Permanent / Full Time / Term Time  
plus 1 week

## **HOURS:**

32.5 hours per week, 8.15am –  
3.30pm

## **PAY SCALE:**

NJC Band 5 19 - 22  
(Actual Salary £24,724 - £25,987)

## **LOCATION:**

Altrincham College, Green Lane,  
Timperley, Altrincham, WA15 8QW

## **START DATE:**

ASAP

If you would like to apply to be part of our school at this exciting time, please visit the 'Job Vacancies' page on our school website – **Altrincham College** where you will find an application form and more information about our school.

Please send your completed application form to [recruitment@altrinchamcollege.com](mailto:recruitment@altrinchamcollege.com)

## **CLOSING DATE:**

Wednesday 22 April 2026 at 12pm

## **INTERVIEW DATE:**

w/c 27 April 2026

## **Cover Supervisor**

We have an exciting opportunity for you to join our great team at Altrincham College as a Cover Supervisor.

The role of a Cover Supervisor demands flexibility and initiative. Your focus will be on supporting progress by providing classroom supervision for students whose regular teacher is absent. You will be expected to deliver pre-planned learning activities and establish productive working relationships with students.

### **Main purpose of the job:**

In the absence of the teacher, to supervise whole classes of students delivering work that is pre-planned and set by the teacher. Maintaining good order and safety and keeping students on task with learning.

**In return, we provide a happy place to work and learn. Our staff pride themselves on respectful relationships with students and each other and are committed to the best welfare and interests of all. We have a strong supportive ethos, working hard so that every student can become the best version of themselves.**

# JOB DESCRIPTION

**JOB TITLE:** COVER SUPERVISOR

**JOB PURPOSE:** In the absence of the teacher, to supervise whole classes of students delivering work that is pre-planned and set by the teacher. Maintaining good order and safety and keeping students on task with learning.

**ACCOUNTABLE TO:** Senior Leader with oversight for Cover

**SCALE:** Band 5 Points 19-22

## **Duties and Responsibilities:**

The Achieve and Learn Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

## **Duties and Responsibilities:**

- To be responsible for taking an accurate register for each assigned class
- To supervise students who are undertaking work set, in accordance with school policy, so that teaching and learning continues in the absence of the assigned teacher.
- To manage the behaviour of students whilst they are undertaking their work to ensure a constructive learning environment.
- To respond to any questions from students about process and procedures so that they can continue with their set work.
- To deal with any immediate problems or emergencies in accordance with whole school policies to ensure that student/employee safety is assured.
- To collect any completed work after lessons to ensure it is returned to the relevant member of staff/Head of Department.
- To log updates, using the school's agreed referral procedures, on the behaviour of students during the lesson and any issues arising, so that the relevant member of staff is fully aware of the situation.
- To be available for break duty, lunch duty and registration cover where needed.

Where there are situations with all staff present and there are no lessons to supervise, the Cover Supervisor will be expected to:

- Assist in the invigilation of examinations.
- Provide additional support for individual students and classes working with a qualified teacher.
- Assist in general administrative and clerical duties.

## **General Requirements**

All staff are expected to:

- Work towards and support the academy vision and current objectives outlined in the Academy Improvement Plan.
- Contribute to the school's programme of extra-curricular activities e.g. helping at Open Evening.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the Trust's School's Equality Objectives to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents/carers and colleagues.
- Adhere to policies and circulars.
- To undertake any other duties commensurate with the grading of the post as directed by the Headteacher.

**Review:**

This job description is not necessarily a comprehensive definition. It will be reviewed as and when deemed appropriate in line with the needs of the Achieve and Learn Trust. It may be subject to change or modification at any time following consultation.

**PERSON SPECIFICATION  
COVER SUPERVISOR**

	<b>METHOD OF ASSESSMENT</b>	<b>ESSENTIAL / DESIRABLE</b>
<b>1. Qualifications/Training etc.</b>		
Relevant professional qualification	A/C	Essential
A-Levels, HLTA, Degree or equivalent, Teaching qualification	A/C	Desirable
<b>2. Experience</b>		
Successful working relationships with young people	A/I	Essential
An understanding of what constitutes good professional relationships for sound classroom management.	A/I	Essential
<b>3. Knowledge</b>		
Understanding and respect for confidentiality in relation to all issues connected with the role	A/I	Essential
Good all-round level of general knowledge	A/I	Essential
Understanding of the role of the form tutor	A/I	Desirable
Awareness of issues surrounding teenage lifestyles	A/I	Desirable
<b>4. Skills &amp; Abilities</b>		
Ability to enthuse young people to produce work to a high standard	A/I	Essential
	A/I	Essential
Good people management skills	A/I	Essential
Ability to work hard under pressure		
Appreciation of the pastoral and wellbeing responsibilities of schools	A/I	Essential
Strong and clear oral and written communication skills	A/I	Essential
Experience of managing class sized groups of students	A/I	Desirable
Good classroom management skills	A/I	Desirable
Evidence of on-going professional development	A/I	Desirable

<b>5. Desirable Requirements</b>		
Smart, professional appearance.	A/I	Essential
Enthusiasm, energy and vision; resilience and 'can do' approach.	A/I	Essential
Positive and proactive approach to continuous improvement	A/I	Essential

**\* Method of Assessment**

**A** = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview, **P** = Presentation.

## ADDITIONAL INFORMATION

### BENEFITS

- ❖ An engaging, creative and welcoming environment.
- ❖ Membership of the Pension Scheme, with excellent employer contributions.
- ❖ Free on-site parking.
- ❖ On-site canteen facilities.
- ❖ Staff room with free refreshments.
- ❖ Employee Assistance Programme.
- ❖ Occupational Health and Counselling services available.
- ❖ Supported by a talented, highly motivated, committed and professional team of colleagues.
- ❖ Active and supportive Governing Bodies and Senior Leadership Teams.
- ❖ CPD opportunities for all staff.
- ❖ Access to NPQ training programmes and training around leadership and management.
- ❖ Opportunities to collaborate and work across the Trust.
- ❖ A great place to work.

### APPOINTMENT TERMS

The Achieve and Learn Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

We fully support staff professional development and expect staff to be proactive in this area.

To be considered for this position, your application form should be completed in full by **12:00 midday on Wednesday 22 April 2026**. Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications we receive, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

If your application is successful, employment with the Trust is conditional upon the completion a DBS Disclosure Application, receipt of two satisfactory employment references and a satisfactory pre-placement medical assessment. Any criminal record information that is disclosed to the Trust will be handled in the strictest confidence. Persons barred from working with children will not be considered for this post. For shortlisted candidates, we will carry out an online and social media search.

The Achieve and Learn Trust is committed to Equity and Equality of Opportunity and welcomes applications from all sections of the community.

### CONTRACTUAL MATTERS

- ❖ The successful candidate will be expected to take up the appointment ASAP.
- ❖ The position will be based at Altrincham College.
- ❖ The post is based on 32.5 hours per week.
- ❖ The post is a salaried position and overtime is not paid unless due to exceptional circumstances.
- ❖ All our schools operate a no-smoking policy on the whole of its sites.

Thank you for your interest in a position within the Achieve and Learn Trust. We believe that applying for a new role should always be seen as a two-way process, you have to be right for us, but the school also has to be right for you. So, if you are interested and would like any more information about the role or our Trust, please email [recruitment@altrinchamcollege.com](mailto:recruitment@altrinchamcollege.com).

# Achieve + Learn Trust.

Better, together.

## Staff Development & Well-Being Offer



**Kim Earle, CEO**

Our Trust thrives on its people. At the Achieve & Learn Trust, we aim to offer the best opportunities for career and personal development, coupled with a considerate and friendly working environment. Staff well-being is important to enable each member of our team to feel secure and happy in their role, whilst also knowing there is a trusted colleague available to support them. Find out more about our offer below.

	A buddy for all new staff in their first year in post.		SLT and CEO open door policy for all staff		“You Said We Did” staff voice & workload reduction
	Free staff car parking on site in all our schools		Access to staff counselling if required		No student data collected for data's sake
	Free breakfast for all in our Staff Rooms		Teachers & Local Government Pension Schemes		Fun staff awards & weekly staff recognition
	Opportunity to take a flu jab every autumn		Plenty of work spaces and IT access for staff		Opportunity to collaborate across schools
	Free Christmas dinner for all staff each year		Trust Well-being training & support for all staff		Commitment to CPD including National Quals.
	Greater PPA time than national average		Menopause Support for all staff		Commitment to the DFE's Well-being Charter

**Can't see a vacancy you can apply for? Why not join our Talent Pool?**

**Send a brief introduction and/or your CV to [info@achieveandlearntrust.com](mailto:info@achieveandlearntrust.com)**