



The Rudheath Senior Academy

Cover Supervisor

Curriculum Support

National Joint Council Pay Scales

Suitable for new or experienced candidates

Middlewich Road, Northwich, Cheshire, CW9 7DT

www.rudheathsenioracademy.org.uk



About the Role

Cover Supervisor Autumn 2025



Cover Supervisor

Are you an individual who can see the potential in every child and ensure their day-to-day learning experience is seamless? If so, the Rudheath Senior Academy is the school for you!

Working as a cover supervisor can be an excellent route into teaching and getting you used to the classroom environment. We welcome anyone who is interested in becoming a teacher either as a first career or a career change, although all good applications are welcome.

Cover supervisors are responsible for the management of classes when the regular teacher is absent, ensuring that learning is taking place, and all students are making progress. Cover supervisors also support in a range of other activities such as development of teaching resources in individual curriculum areas, pastoral support, and assisting students who may require additional education support.

Key attributes for the role include:

- Experience as a Cover Supervisor or educational background (desirable).
- A passion for working with young people within a school setting.
- The ability to be self-motivated and undertake classroom assistance proactively.
- A relationships-based approach to working with staff, students and parents/carers.
- A reflective individual with excellent organisational skills.

***“This school is a friendly and welcoming community.
Staff know the pupils well and ensure that they are
well cared for.”***

- Ofsted, 2023



Key Elements of the Role

Cover Supervisor

Autumn 2025



Key elements of the role will be:

- To support teaching & learning in a safe and healthy environment with a commitment to raising progress and attainment.
- To provide essential support across the school by maintaining a positive environment for effective learning, in the absence of the classroom teacher.

Responsible to: Assistant Headteacher

Salary: National Joint Council Pay Scales. SCP11 – SCP14 (£28,142 - £29,540 FTE). £21,328- £22,387 pro-rata per annum.

Key Relationships: Pupils, Faculty Team, Senior Leadership Team, Teaching & Support Staff, Form Tutors, Parents/Carers,

Working Pattern: 32.5 hours per week, Monday to Friday 08:30am – 15:30pm, Term Time Only.

Disclosure Level: Enhanced

School Visits: If you would like further information, to have an informal conversation, or to arrange a school visit, please contact Christine Williams, Headteacher, by emailing cwilliams@rudheathsenioracademy.org.uk.

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Job Description

Cover Supervisor

Autumn 2025



Summary of Main Duties and Responsibilities

- Supervise students engaged in learning activities to ensure that the learning objectives set by the teacher are achieved also ensuring inclusion and acceptance of all students within the classroom to promote equal opportunities.
- Act as a role model and set high expectations of conduct to ensure that good behaviour is maintained.
- Ensure the objectives are achieved by the students within a safe and secure environment.
- Give clear instructions for the lesson provided by the teacher ensuring that learning outcomes are achieved.
- Keep appropriate records, as agreed with the teacher, to enable objective and accurate feedback to the teacher and students on the conduct of the lessons.
- To liaise with subject staff and provide any relevant feedback to departments.
- Ensure registers, class and pupils records are maintained.
- Assist with lunchtime and break duty supervision.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the appropriate person, to maintain a safe and secure learning environment for students.

Person Specification

Cover Supervisor

Autumn 2025



	Essential	Desirable	Method of Assessment
Education and Qualifications			
Minimum of GCSE (or equivalent) English and Maths at grade A – C (9-4).	X		Application/Interview
Educated to degree level.		X	Application/Interview
Commitment to personal and professional development, including an up-to-date awareness of the development of all aspects of the role.	X		Application/Interview
Experience			
Successful experience of working with young people.	X		Application/Interview
Successful experience of communicating with parents and other stakeholders in a formal settings.		X	Application/Interview
Experience of working in a school environment.		X	Application/Interview
Skills, Ability, Knowledge			
An understanding of and commitment to safeguarding and promoting the welfare of children and young people.	X		Application/Interview
Ability to work with a number of stakeholders, including staff, students and parents/carers.	X		Application/Interview
Well organised, calm, and very positive, confident and assuring.	X		Application/Interview
Able to encourage, inspire, motivate children.	X		Application/Interview
Able to quickly engage and build appropriate relationships with children.	X		Application/Interview
Personal Qualities			
High levels of resilience, integrity, honesty, and credibility.	X		Application/Interview
Motivated and confident in own abilities, self-starter with a can-do attitude.	X		Application/Interview
Excellent timekeeping.	X		Application/Interview
Flexible approach to work.	X		Application/Interview
Self-motivating with a positive outlook and attention to detail.	X		Application/Interview
Ability to build and work as part of an effective team, as well as being able to use initiative and work independently.	X		Application/Interview
Friendly disposition and ability to apply empathy and sensitivity.	X		Application/Interview

Recruitment Information

Cover Supervisor

Autumn 2025



How to Apply

Should you wish to apply for the post, please complete our online application form which is accessed via the vacancies page of the school's website (www.rudheathsenioracademy.org.uk), and send this to recruitment@rudheathsenioracademy.org.uk by the closing date and time.

Closing date: **Friday 26th September 2025**

Time: **09:00am**

Safeguarding Commitment

The North West Academies trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced Disclosure and Barring Service (DBS).

Diversity in the Workplace

The North West Academies trust values diversity in the workforce and is committed to ensuring that throughout the recruitment and selection processes no applicant is disadvantaged or discriminated against because of the protected characteristics of age, disability, gender re-assignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief and sexual orientation.



Why North West Academies Trust?



Cover Supervisor
Autumn 2025

NWAT believes that an aspirational and inspirational education is the right of every child. Our success is driven by a commitment to relentlessly work to improve standards and outcomes for our pupils.

As specialists in providing high-quality education, we are passionate about supporting schools within their communities and helping to ensure outstanding learning opportunities for every child.

As part of NWAT we believe that the best possible education can only be provided if children are happy, well-fed and well-cared for. We understand that children learn best through experiences and that skills should be learned through fun, excitement and challenges. Residentials, swimming, inter-school sports and special days out take pride of place on all of the Trust school calendars.

For our staff, we offer:

- Flexible working arrangements.
- Enrolment to the Medish Proactive Health Plan to help with costs of everyday healthcare.
- Access to 24/7 Employee Assistance Programme.
- Accredited counsellor to offer wellbeing support for all staff.
- Positive recognition culture.
- Bespoke professional development opportunities.
- Open door policy for communication across the Trust.
- Opportunity to contribute to the growth and development of NWAT.

*“Opening Children’s
Eyes to the
Wonderful World of
Possibility”*

