



# Cover Supervisor Applicant Information Pack

December 2025

# Headteacher's welcome

## Welcome to Q3 Academy Great Barr

Thank you for considering Q3 Academy Great Barr as the next step in your professional journey. We are proud to be a vibrant, inclusive community where every member is valued, and every student is empowered to thrive.

At the heart of our Academy lies a clear and compelling mission: to be the most inclusive, best-performing school in our local area. This ambition is not just a statement—it is a daily commitment that shapes our culture, our curriculum, and our relationships.

We live this mission through our core values of CARE:



**Community** – *We are stronger together. We foster a sense of belonging where every voice is heard and every individual is respected*



**Ambition** – *We set high expectations for ourselves and our students, striving for excellence in all that we do*



**Respect** – *We treat one another with dignity and kindness, creating a culture of mutual trust and understanding*



**Excellence** – *We pursue the highest standards in teaching, learning, and leadership, always seeking to improve and innovate*

These values are not just words—they are the principles that guide our decisions, shape our relationships, and define our school culture.

If you are passionate about education, committed to inclusion, and eager to make a meaningful impact, we warmly invite you to join us. At Q3 Academy Great Barr, your talents will be valued, your growth will be supported, and your work will help shape the future.

**Mr Chris Bury**  
**Headteacher**





# About our Academy



As a mixed comprehensive academy with a dynamic Sixth Form, Q3 Academy Great Barr serves a vibrant and culturally diverse community of nearly 1,200 wonderful students.

Our gorgeous new buildings are surrounded by open, picturesque fields and woodlands, and the Academy offers a stimulating setting for teaching and learning. Our facilities are designed to inspire, with state-of-the-art classrooms and resources that support a rigorous, knowledge-rich curriculum. This curriculum is carefully crafted to challenge students, develop critical thinkers, and prepare them for successful futures.

Professional growth is embedded in our culture, and Q3 Academy Great Barr presents unparalleled opportunities for students and staff. If you are an educator passionate about shaping the future generation, you will be joining a community where education is valued, diversity is celebrated, and personal development is prioritised. This is a place where your talents will be valued, and your career can flourish.

We are proud to be part of The Mercian Trust, which provides us with access to wider resources, professional development, and a network of educators focused on pioneering teaching and learning methods, including digital transformation. Join us for an opportunity to be at the forefront of a transformative educational approach that champions collaboration, innovation, and excellence in teaching and learning.





# Why work here?

- ✓ Join an incredible team of friendly and supportive staff
- ✓ Work with our amazing students in a positive learning environment supported by a centralised behaviour system
- ✓ Manageable marking
- ✓ Supportive feedback culture with no high-stakes observations
- ✓ Rich culture of professional learning, with a high-quality CPD programme
- ✓ Fully resourced curriculum
- ✓ Three-week Christmas break
- ✓ Visible and supportive SLT
- ✓ Modern laptops for staff and visualisers in every classroom
- ✓ Connect and unwind with regular social activities
- ✓ Access to UK Healthcare benefits, supporting your optical and dental care needs and including a free annual flu vaccination
- ✓ Free car parking on site
- ✓ Enjoy exclusive discounts and benefits through an online platform, including a cycle to work scheme



# Staff testimonials



“Q3 Academy Great Barr is a great place to work because students appreciate you as a teacher. Often students will thank you for your lesson and I love working with them as a team. It is not just a workplace but a hub of professionals who are always happy to support and encourage others. I feel part of a family rather than one of many.”

– *Teacher of Science (2024)*

“Lots of places promote the idea of students and staff being at the very heart in all that they do. Well, come see a place that actually does that. Visit us and see the smiles, you won’t want to leave!”

– *Teacher of French (2024)*

“I am grateful for the amazing opportunity to work as a teacher at Q3 Academy Great Barr. What sets us apart is the unwavering support from all staff members, from teachers to administrators. Everyone is approachable and always willing to help, making me feel valued and appreciated. Every day is a joy to come to work.”

– *Teacher of Geography (2024)*

# Job Description

<b>Title:</b>	Cover Supervisor
<b>Reports To:</b>	Data, Exams, and Cover Manager
<b>Grade:</b>	Grade 4 (SCP 6 – 11) Term Time only
<b>Salary:</b>	£22,354 - £24,206 (actual salary)

## Job Purpose

To teach high-quality cover lessons and provide educational, pastoral, and administrative support. This role contributes to our students' experience and to the smooth running of the school.

## Cover Teaching

- Cover for teachers during periods of short or medium-term absence.
- Under the guidance of teaching staff, deliver highly effective lessons which enable all students to make strong progress and achieve the stated learning outcomes.
- Manage behaviour effectively to ensure a safe and purposeful classroom environment focused on learning.
- Follow the school's policies and procedures with regard to behaviour management.
- Set high expectations which inspire, motivate and challenge students.
- Promote good progress and outcomes by students.
- Use students' profiles and information provided by class teachers to adapt teaching to respond to the strengths and needs of all students.
- Supervise students completing assessments in strict test conditions.
- Ensure that classrooms and teaching environments are left in pristine condition and classroom materials are collected and returned to the class teacher.

## Education, Pastoral, and Administrative Support

- When not required for covering lessons, be prepared to undertake additional tasks that support other aspects of school operation, approaching these in a proactive and diligent manner.
- Provide targeted support as a teaching assistant in class under the direction of the teacher to enhance learning and engagement.
- Assist the Behaviour Team in maintaining a calm, orderly, and supportive school environment, for example by monitoring the corridors to prevent internal truancy, by following up incidents and contacting home, and by supervising the Isolation Room.
- Support the Attendance Team by making phone calls and accompanying home visits to promote excellent student attendance.
- Undertake duties before and after school and at break and lunchtime to ensure student safety and uphold high standards.
- Update and maintain classroom and corridor displays to create a vibrant and stimulating learning environment.
- Provide support within the Library to promote independent learning, reading, and research skills.
- Lead Homework Club and/or Breakfast Club to encourage positive study habits and provide additional support for students.
- Deliver targeted student interventions to help close gaps in learning and promote progress.



- Assist Pastoral Teams in supporting students' personal development, wellbeing, and welfare.
- Support the effective running of detentions to ensure consistency and reinforce high expectations of behaviour.
- Phone home for students to engage with their parents/carers, for example promoting an upcoming Parents' Evening
- Maintain a workplace first aid qualification and provide first aid to students as required.
- Assist with a range of administrative duties as directed.

### **General Responsibilities**

- Comply with the school's safeguarding policies and procedures to ensure the wellbeing of all students.
- Participate in staff meetings, training sessions, and continuous professional development activities as required.
- Stay up to date with relevant educational policies and administrative best practices.
- Adhere to all school policies, including those related to health and safety, confidentiality, and data protection.
- Ensure all actions contribute to a safe and efficient working environment.
- Work collaboratively with colleagues to promote a positive and inclusive Academy culture.
- Be flexible and adaptable to the changing needs of the school.
- Uphold and promote the ethos and values of the school in all interactions with colleagues, students, parents/carers, and external organisations.
- Deliver exceptional customer service to students, parents/carers, and staff in all communications.
- Contribute to the development and implementation of administrative policies and procedures to improve operational efficiency.
- Maintain a high level of professionalism and confidentiality in all interactions.
- Promote and support the school's commitment to equity, diversity, inclusion, and belonging in all administrative practices.
- Serve as a role model through professional conduct and demeanour.

*This job description is not an exhaustive list of tasks, and the successful candidate will be expected to perform additional duties that are commensurate with the grade.*

**The Mercian Trust is committed to safeguarding and promoting the welfare of children. All post holders are subject to a Satisfactory Disclosure & Barring Service Check. Satisfactory employment references and identification and qualification checks will be required before commencing duties.**

# Person Specification

	Essential	Desirable	Assessed
<b>Qualifications</b>			
Grade C+/4+ in GCSE English and Maths or equivalent	✓		A
Good honours degree		✓	A
Qualified Teacher Status		✓	A
<b>Experience</b>			
Teaching or TA experience		✓	A, I, R
Experience working with young people aged 11-18		✓	A, I, R
Experience working in a secondary school		✓	A, I, R
Administrative and/or pastoral experience		✓	A, I, R
<b>Knowledge and Skills</b>			
Ability to manage a classroom effectively	✓		A, I, R
Ability to deliver a lesson following a plan provided	✓		A, I, R
Strong interpersonal skills with adults and young people	✓		A, I, R
Effective communication skills, both written and verbal, with the ability to engage a range of audiences	✓		A, I, R
Up-to-date knowledge of safeguarding procedures and child protection legislation	✓		A, I, R
Competency in using ICT including Word and Outlook	✓		A, I, R
Strong subject knowledge in a National Curriculum subject		✓	A, I, R
<b>Values and Attributes</b>			
Commitment to our values of Community, Ambition, Respect, and Excellence	✓		I, R
Commitment to the wellbeing of all students	✓		I, R
Professionalism and confidentiality	✓		I, R
Flexibility and adaptability	✓		I, R
Positive and inclusive approach	✓		I, R
Commitment to equity, diversity, inclusion, and belonging	✓		I, R
Exceptional customer service orientation	✓		I, R
Ability to serve as a role model through professional conduct	✓		I, R

A = Application Form, I = Interview, R = Reference



# How to apply

To apply for this role, please submit an application form on our [recruitment portal](#).

## Key dates

Deadline for applications	Sunday 4 <sup>th</sup> January 2026
Interviews	w/c Monday 5 <sup>th</sup> January 2026

## Visiting the Academy

If you would like to arrange a visit before you apply, please contact Mrs Drummond, Office Manager at [c.drummond@gbr.merciantrust.org.uk](mailto:c.drummond@gbr.merciantrust.org.uk)

