TAME RIVER EDUCATIONAL TRUST

Cover Supervisor - Droylsden Academy

Candidate Information Pack

Great schools in which to learn, teach and belong.

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Welcome to Tame River Educational Trust

Dear Candidate

Thank you for your interest in the post of Cover Supervisor with Tame River Educational Trust.

Tame River Educational Trust was established in 2022, with Tameside and Clarendon Sixth Form College as our sponsor. We grew from our desire to make a significant difference to the school days and life-chances of all our young people, including and especially young people who have fewer socio-economic or prior educational advantages.

Our mission is to establish great schools in which to learn, teach and belong. Schools which promote learning, develop character, value diversity and build cultural capital. By the age of 16 we aim for every student to progress to suitably challenging post-16 studies and apprenticeships.

Each of our schools is committed to academic rigour, a spirit of enquiry, talent and character development and providing our students with a significant educational dividend.

The Trust is currently comprised of three academies: Droylsden Academy, Hyde High School and Mossley Hollins High School.

As a Trust we do so much more, and we are growing! We are an ambitious Trust in which to study and work. All our members of staff, both teaching and support staff, are dedicated, committed professionals.

We recognise that our staff are our greatest asset and our Talent and HR strategy places people at the heart of our work.

If, after reading everything about us, this sounds like a Trust you would like to work for, we would very much welcome an application from you.

Phil Wilson
Chief Executive Officer

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An Introduction to our Trust Schools

Droylsden Academy
Headteacher
Mr E Mayell

Droylsden Academy is an 11-16 Co-Educational Academy in Tameside, Greater Manchester. The Academy is currently rated 'Good' by Ofsted and serves over 900 students. The school is heavily over-subscribed and has an impressive modern building. Our staff are driven by the belief that every child should go to a great school and we believe that every child can become a great learner through politeness, hard work and honesty.

We believe that success should be measured by both academic progress and by one's contribution to our community and wider society.

Mossley Hollins High School
Headteacher
Mrs A Din

Mossley Hollins High School is an 11-16 Co-Educational Academy in Tameside, Greater Manchester. The school is currently rated 'Good' by Ofsted and serves over 900 students. The school is heavily over-subscribed and has an impressive modern building. We are a happy, academically ambitious and inclusive school and we are passionate about learning. At the heart of everything we do are our deeply held values of manners, hard work and honesty.

We believe that success should be measured both by academic progress and achievement, and also by one's personal and social development and one's contribution to our community and to society.

Hyde High School
Headteacher
Ms G Arnold

Hyde High School is an 11-16 Co-Educational Academy in Tameside, Greater Manchester. The school serves over 1200 students, is heavily over-subscribed and has an impressive modern building. We provide an engaging and inspiring educational experience that instils in our students a lifelong love of learning and respect for themselves, our community and our environment. A place where warmth, high expectations and strong values are prevalent in everything we do. A learning environment where every student can thrive and belong. Our work is under-pinned by a clear set of values **Ready, Respectful and Safe.**

We are rooted in our community, and we celebrate the diversity and uniqueness of everyone. We know that a successful school depends on a strong partnership between school and home and this shared approach is key to the individual success and happiness of every student.

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Application Procedure

For a confidential discussion on current vacancies please contact the HR Team at ht@droylsdenacademy.com.

To apply for the role please complete the application form – available to download from our website and return it to hr@droylsdenacademy.com

In compliance with Safer Recruitment Guidelines, CVs will not be accepted.

Advertised: 17 March 2026 Closing date for Applications: 13 April 2026 at noon.

Interview Date: Will be held as soon as possible after the closing date, following shortlisting.

Shortlisted candidates will be contacted with details of the interview process. If you have not heard from us within 5 days of the closing date, please assume your application has been unsuccessful, on this occasion.

Safer Recruitment

The Tame River Educational Trust is an equal opportunities employer and welcomes applications from all sectors of the community. We are committed to protecting our students and staff and therefore have a rigorous recruitment process which includes assessing candidates' suitability to work with children. All staff will be required to hold an enhanced DBS Disclosure, with Children's Barred List Check.

Equal Opportunities

The Tame River Educational Trust believes that all individuals are of equal value and we are committed to equal opportunities for all. All people who work and study in our schools have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation, religion or belief.

Tame River Educational Trust and all its schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

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Job description **The Tame River Educational Trust and its schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**	
Job Title:	Cover Supervisor
Reporting to:	Assistant Headteacher
Hours & Salary	The normal working hours will be 36 hours per week, term time only, and such additional hours as are necessary for the proper performance of the duties required of this role. The salary for this position will be Grade F (points 17-22) on the support staff pay scales (currently £31,022- £33,699 per annum, full time equivalent). The actual salary to reflect the term time only nature of the contract will be £26,682 - £28,985 per annum.
Role Overview	To provide stability and continuity for pupils whose lessons are affected through staff absence and proactively supervise and support students, including those with SEND, ensuring access to learning activities. To provide support to staff and pupils within a curriculum area. This job description is written at a specific time and is subject to change as the demands of the Trust and school and the role develops. The role requires flexibility and adaptability, and all employees need to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description.
Child Protection and Safeguarding:	The successful candidate must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Child Protection and Safeguarding Policies, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.
Main duties and responsibilities:	**As a Cover Supervisor, you are expected to:** 1. Provide supervision to classes in the absence of a member of staff. 2. Offer daily support to teachers within classrooms and with groups of children in your "host" curriculum area when not required for supervision. 3. Undertake training in classroom management on appointment. 4. Uphold the school values of politeness, hard work and honesty at all times. 5. Make use of the school's Teaching & Learning Policy, especially in relation to the Droylsden Way. 6. Make use of the school's Behaviour Management Procedure. 7. Assist with the production of high-quality displays within Sports and Performing Arts.

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	8. Undertake administrative duties as required. 9. Undertake ICT, media duties as required. 10. Undertake exam invigilation/amanuensis duties (as required at key assessment times). 11. Maintain a professional environment (classroom & offices) in areas that you work in. 12. Contribute to extra curricular. **As a member of staff, you are expected:** 1. To safeguard all students, promoting their safety, health, and welfare in accordance with school policy, both on the school premises and on school activities elsewhere. 2. To follow and uphold all school policies and be an excellent ambassador for the Trust and Droylsden Academy. 3. To have a responsible and diplomatic approach to matters of a confidential nature. 4. To ensure awareness of what is happening in and around the school; checking and responding, where necessary, to school emails regularly and at least once every school day. 5. To develop yourself through engaging with CPD, including ICT training, in order to maximise effective use of all school systems. 6. To undertake any other duties that might be reasonably requested, by the Headteacher, Curriculum Leader, Line Manager, or any other member of the senior leadership team. Any request will correspond with the general character of the post and are commensurate with the level of responsibility.
Health and Safety:	The post holder must, at all times, work within the requirement of the Health and Safety at Work Act 1974, current Health and Safety legislation and the School's and LEA's policies and procedures. The postholder is responsible for their own Health and Safety, as well as that of their colleagues. All Trust schools are non-smoking sites.

General:	This job description may be reviewed at the end of each academic year or earlier if necessary. In addition, it may be amended at any time in consultation with the post holder. The post holder will be expected to participate in the Academy's appraisal programme and to participate in appropriate staff training and development activities.

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Person Specification			
	Essential	**Desirable**	**Method of assessment**
Qualifications	• GCSE Grade A-C in English and Mathematics or the equivalent	• A level qualification	• Production of the applicant's original certificates
Experience	• Experience of working with young people • Working as part of a team	• Experience of working in an educational setting	• Contents of the application form • Interview • Professional references
Skills and Knowledge	• A broad understanding of the subjects taught at 11-16 • Highly organised with excellent administrative skills • The ability to be firm but fair in a classroom situation • The ability to motivate and enthuse others • Able to keep calm under pressure • Able to demonstrate adaptable and flexible working practices	• Supervising young people in an educational setting • Willingness to undertake further training	• Contents of the application form • Interview • Professional references
Personal competencies and qualities	• Passion for helping children and young people learn • Trustworthiness and integrity • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Ability to engender confidence in young people • A warm, friendly, and patient manner • Ability to build positive relationships with all students that allow them to achieve to their highest potential		• Contents of the application form • Interview • Professional references

	• Discipline and time management skills • A belief in the value of others • A willingness to learn new skills and approaches and to share experiences with others • A sense of humour		