

Cover Supervisor and Attendance Officer

Job specification pack



Welcome to Big Creative Academy

Big Creative Academy (BCA) is a specialist creative arts college for 16-19 year olds based in Walthamstow, E17.

Our intent is to provide young creatives from diverse backgrounds with the entrepreneurial skills and academic knowledge to have a powerful impact in the creative industries.

Through access to higher education and the development of cultural capital we will provide students with the attitude and resilience to succeed.



As an organisation we provide a supportive, developmental environment with a creative and innovative approach to education. Choosing to work for BCA will enable you to be part of a successful organisation that offer a good work-life balance to all employees, which includes a flexible working approach, a friendly, positive and purposeful working environment, and plenty of opportunities for social interaction between colleagues

We are a values-led organisation, award-winning in equality, diversity, and inclusion and a best practice college for LGBTQ+. We work with integrity and passion, and are fiercely committed to creating a truly meaningful work environment, where individuals are empowered with the

tools, technology, and training to unleash their full potential.

This is an exciting time to join BCA. We moved into our £21m new building in January 2021 with all new industry-standard studios and equipment. We are expanding to launch the new Fashion Futures Studio in September 2023.

We have 440 young people per year enrolled onto our Level 3 vocational programmes, and learners take qualifications in maths and English if needed. We have a job centre on site for learners and a sister organisation, Big Creative Training, offering apprenticeships. Progression outcomes for students are filling local skills needs for a growing creative arts sector.

The majority of our staff are dual practitioners, teaching their professional craft. This makes BCA an innovative environment in which to work. Together with our industry ambassadors and patron, Emeli Sande, all of our programmes are industry led and forward thinking.

Benefits of working for BCA

- Flexible Fridays, half day, to provide work-life balance

- Employee assistance programme
- Research-based professional development
- Supportive, caring and developmental environment with full staff wellbeing programme
- Excellent career development opportunities and performance recognition
- Staff social events
- Gym facilities for staff use
- Cycle to work scheme



Sacha Corcoran, MBE (Principal)

I'm really proud of the team at Big Creative Academy all working together to provide the best education possible for our learners. Our values are incredibly important to us and we look forward to welcoming you into the Big Creative family.

– Kindness – Respect – Inclusivity – Authenticity – Inclusivity –

What our learners and graduates say...

96% of learners at BCA say their overall experience is good. Here's what they had to say...

"The teachers always find time to help."

"I love the small class sizes, and the fun environment created."

"I get to do something I love with other people who have the same interests as me."



Not only did the college give us the tools and knowledge to succeed, they prepared us for life as creatives of the future.

Georgia



If it wasn't for BCA there's no way I would have become the person I am today. Thanks for helping me find myself!"

Amani

Job Description & Person Specification

Post Title:

- Salary: £19,645 to £21,048 per annum (£28,000 to £30,000 FTE)
- 4 days per week (Monday to Thursday)
- Term Time Only (38 weeks)
- Start Date: October 2025
- Closing Date: 16th of August 2025
- Reporting to: Director of Curriculum and Quality
- Location: Big Creative Academy, Clifton Avenue, E17 6HL
- **Purpose of the role:**

In this key role you will supervise whole classes during the short-term absence of teaching staff, ensuring students remain focussed and engaged in their learning. During lessons you will provide direction regarding pre-set work, maintaining high standards of behaviour and providing consistent support to students whilst responding to individual needs. When not required for cover, you will support wider school activities, including administrative tasks, attendance monitoring and student supervision.

Principal Accountabilities:

- Maintain effective classroom supervision to ensure a safe and productive learning environment during teacher absences.
- Support student learning by delivering pre-set work and encouraging engagement and good behaviour.
- Contribute to school operations through attendance monitoring, administrative support, and upholding safeguarding responsibilities.

continued...

Job Description

Key Tasks

- Supervise students in the classroom during teacher absences.
- Deliver pre-prepared lesson materials and instructions.
- Maintain a safe, orderly, and focused learning environment.
- Ensure students understand and engage with the assigned tasks.
- Apply the Academy's behaviour policy to manage student conduct.
- Address low-level disruptions and escalate serious issues appropriately.
- Monitor and record student engagement and behaviour.
- Provide feedback to teaching staff on student performance and concerns.
- Accurately record attendance and report absences or lateness.
- Complete required documentation related to cover lessons.
- Assist with exam invigilation, break/lunch supervision, and school events.
- Support teaching and administrative staff with general duties.
- Where appropriate, to accompany teaching staff and students on educational visits.
- Monitor student attendance and follow up on absences when not required to cover lessons.
- Uphold the school's safeguarding policies and procedures.
- Report any concerns regarding student welfare to the appropriate staff.
- Maintain confidentiality and professionalism at all times.
- Participate in training and development opportunities.

This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

Person Specification

A – Application I – Interview

ATTRIBUTES	REQUIRED	DESIRABLE	METHOD OF ASSESSMENT
Education and Qualifications			
Minimum of GCSEs or equivalent qualifications.	X		A / I
Further education qualifications such as A-levels or a degree.		X	A / I
Experience			
Experience working with children or young people in an educational setting.	x		A / I
Previous experience as a Cover Supervisor or similar role.		X	A / I
Knowledge and Skills			
Understanding of classroom management techniques.	x		A / I
Knowledge of post 16 education, specifically Creative Arts		x	A
Knowledge of the creative industry.	x		A
Strong communication and interpersonal skills.	x		I
Ability to engage and motivate students.	x		I
Ability to remain calm under pressure	x		A / I
Demonstrate creativity and an ability to resolve problems independently	x		A / I
Ability to engage with, motivate and inspire young people with a range of abilities and needs.	x		A / I
Ability to build effective relationships with students and staff.	x		A / I
Ability to promote a positive ethos and role model positive attributes.	x		A / I
Commitment			
Demonstrate a commitment to keeping children and young people safe	x		A / I
Excellent record of attendance, punctuality and reliability.	x		A
Empathy for, and understanding of young people	x		A / I
Willingness to contribute to wider Academy life.	x		A / I

How to apply

You must be eligible to work in the UK and possess a UK work permit if you need one. For an informal conversation about the role please call reception on 0208 498 3300 and ask for the person whom the post reports to.

To apply you must complete the application form found at www.bigcreative.education/bca-jobs

Safeguarding

BCA operates safer recruitment practice in accordance with Keeping Children Safe in Education regulations. Please expect the highest level of scrutiny and background checks. Appointments are subject to satisfactory references being obtained, and an enhanced disclosure and barring service (DBS) check. New members of staff cannot start their positions until these documents are in place.

Warner Interviews

As a values led organisation we conduct Warner interviews as part of our recruitment process. These are designed to help us understand your own values and motivation for working with the specific cohort of young people we serve. We recommend that you research this interview technique should you be invited to attend an interview.



What our staff say...



I like the progressive nature of the college and how we are always looking to expand and offer a more rounded experience for the learners.

The best part of my role is being able to make a positive difference to the lives of many, supporting our young people in seeing their potential.

There is fantastic communication between members of staff and the management team.

I feel supported and encouraged in my role, inspired to continue working to deliver high quality and engaging material.

The staff get on well with each other and work together positively to benefit the organisation.

Lovely working environment with a supportive team and great students.

What we do, individually, and overall, makes a huge impact on the lives of these young people and empowers them.

I like the collaborative culture and genuine care for staff, with time and energy invested.

BCA is a small organisation with a big heart and a great mission to develop learners from disadvantaged communities.

I am trusted by my manager to use initiative and develop my area as I see fit. I feel trusted and valued in my ideas and opinions.

The environment at BCA is a huge stand out to me. The staff are diverse so it makes me feel very comfortable at work.

The absolutely fantastic team of staff that I work with – we all come from different walks of life yet share the same creative interests and goals in improving learner's experience and their lives in general.

The community feel to our college is second to none.



To find out more about BCA and our approach to education please visit <http://www.bigcreative.education/>

Big Creative Academy was rated “outstanding” by Ofsted at our last inspection.

[Read the full report >](#)

Useful links

[BCE promo video >](#)

Socials

[Insta @we.are.bce](#)

[Twitter: @we.are.bce](#)



BCA is an equal opportunities employer and positively welcomes applications from all sections of the community. We are committed to safeguarding all learners enrolled on our programmes and appointment of successful applicants will be subject to satisfactory references being obtained, and an enhanced disclosure and barring service (DBS) check.

bigcreative.education

