



Charnock Hall Primary Academy

A L.E.A.D. Academy



Candidate Information Pack

Cover Supervisor 2 positions:

1 at 30 hours

1 at 32 hours

Charnock Hall Primary Academy





Welcome from the Headteacher

Welcome to Charnock Hall Primary Academy (CHPA) and thank you for showing interest in becoming part of the CHPA team.

I encourage you to visit CHPA and take a tour at one of our candidate open events, where I am confident that this will encourage you to apply for a position where your career can really flourish.

I look forward to hopefully working with you in the future, so I can support you in your role and work together to make CHPA a place where our pupils strive to be Big Thinkers!, Big Hearted!, & Big Dreamers!, to be the very best they can be.



Mr P M Burgess , Headteacher

About Charnock Hall Primary Academy

We aspire for CHPA to be an outstanding hub of the community, where highly skilled staff nurture, develop and inspire a happy, inclusive learning environment. All pupils are equipped with the academic and social skills for their current and future life long journey, to be the best they can be.

We have a total capacity of 420 pupils who enter CHPA in Reception at the age of 4 years and leave at the end of Year 7 aged 11 years. Each year group contains two classes, both containing up to 30 pupils. Classes are all single year groups, there are no mixed age classes.

CHPA is proudly built on three core values and we want pupils to be Big Thinkers!, Big Hearted! & Big Dreamers! in order for them to be the best they can be.

As part of L.E.A.D. Academy Trust, we are committed to providing the highest quality education, enabling every pupil to reach their full potential.



Benefits of being part of the Trust



Annual leave



Teachers enjoy up to 13 weeks annual leave during school holidays. This is in addition to any bank holidays or statutory holidays.

Support staff benefit from an enhanced holiday allowance, starting at 26 days up to a maximum of 36 days, pro-rata for term time only staff. The allowance is dependent on the role and amount of service increasing after 5 and 10 years service.



Competitive salary

All Trust roles (except apprentices) offer a minimum hourly rate above National Living Wage, with salary progression.



Pension scheme

Teacher's Pension Scheme or LGPS, with generous minimum employer contribution of 17.4% plus life cover.



Online GP service

24/7 access to online GP consultations, providing advice, diagnosis, referrals, and ongoing support for all staff.



Flu vaccinations

Free seasonal flu vaccinations for employees who are not otherwise eligible, ensuring health and wellbeing.



CPD

Individual development plus high quality professional development through the L.E.A.D. Teaching School Hub for teachers.



Employee Assistance Programme

Free 24/7 support for employees, offering counselling and resources for emotional, financial, and legal issues.



Free eye test

Free eye test every two years for regular computer users, reimbursed through expenses to promote wellbeing.



Occupational Health

FREE services available to support employee well-being and promote a healthy work environment.



Physiotherapy services

Access to free physiotherapy to aid recovery, support physical health, and promote overall employee wellbeing.



Access to discounts

Exclusive discounts and cashback on travel shopping, insurance and utilities through the Blue Light Card, Discounts for Teachers and Teacher Perks.



Travel expenses

Business travel expenses reimbursed at the HMRC maximum mileage rate to support staff travel needs.

Job Description



Cover Supervisor

Location:	Charnock Hall Primary Academy, Carter Hall Road, Sheffield, S12 3HS
Salary:	30hrs per week 39 weeks per year £20,755.75 to £22,515.02
Closing date:	32hrs per week 39 weeks per year £22,139.47 to £24,016.03 31st May 12 noon
Interview date:	9 th June 2026
Start date:	1 st September 2026

Job purpose:

To support teachers and students as directed and ensure that classes are appropriately managed during times of teacher absence. To be responsible for the delivery of pre-planned cover of lessons and the delivery of daily PSHE

Duties and Responsibilities:

- To undertake classroom activities as directed by teachers to support teaching and learning process
- To assist in the preparation of resources and display
- To mark students' work in accordance with Academy policies and teacher instructions
- To undertake administrative duties as requested by teachers
- To cover tutor groups as and when needed
- To input data to support Academy policies in Assessment, Recording and Reporting
- To maintain student records in accordance with statutory procedures, Academy policies and as directed by the Assistant/Deputy Headteacher
- To liaise with Learning Resource staff and ICT staff to ensure teachers requirements are met to ensure high quality teaching and learning
- To manage the behaviour of pupils to ensure a constructive environment is maintained, by using a range of strategies
- To assist the teacher in the classroom as timetabled / requested
- To respond to student needs as they arise in the classroom
- To undertake break and lunchtime activities
- To undertake examination invigilation duties where required
- To work with teachers to prepare appropriate lessons / resources when absence is known in advance
- To compile appropriate lesson activities / resources in liaison with other teachers when absence is not known in advance
- Ensure that all communications with parents demonstrate the values of the academy and the L.E.A.D. Academy Trust
- Attend all meetings and functions necessary to support the work in this job description.

Job Description



Influencing and Managing Relationships:

- Headteacher
- L.E.A.D. Central Support
- External agencies
- Parents and carers
- Governors
- Senior Leadership Team
- Staff

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

At L.E.A.D we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.

Person specification



The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The criteria below provides guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria).

Qualifications and Attainments	Essential criteria	Desirable criteria
	<ul style="list-style-type: none">• Studied to a minimum standard of GCSE (grade A* - C), or equivalent, in English and Maths• Level 3 qualification	<ul style="list-style-type: none">• A degree or post graduate qualification

Skills and Knowledge	Essential criteria	Desirable criteria
	<ul style="list-style-type: none">• Ability to contribute to the delivery of lessons.• High level of oral and written communication skills · Ability to work as part of a team• Able to work to tight deadlines, managing and prioritising time effectively• Self-starter, with and ability to work independently & use own initiative to overcome obstacles	

Person specification



The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The criteria below provides guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria).

	Essential criteria	Desirable criteria
Experience	<ul style="list-style-type: none">• Previous paid or voluntary work with young people• An understanding of Keeping children safe in education• An understanding basic school organisation• A basic knowledge of the work of a school	<ul style="list-style-type: none">• Experience working with children with Special Educational Needs
Personal Attributes	<ul style="list-style-type: none">• Have an openness to learning and change• Have a positive attitude to personal development and training• Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility	

Person specification



The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The criteria below provides guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria).

Additional Requirements	Essential criteria	Desirable criteria
	<ul style="list-style-type: none">• This role is subject to an enhanced DBS• May be required to work out of school hours to support the academy	



How to apply

Closing date: 31st May 2026 12 noon
Interview date: 9th June 2026
Contact email: amandadobb@charnockhallacademy.co.uk
Contact number: 0114 2396083

Please apply online through the [Trust recruitment portal](#) or visit recruit.sampeople.co.uk/Jobboard/Trust/lead.

Applications will be reviewed upon receipt, therefore shortlisted candidates may be contacted in advance of the closing date.

L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.



[Our Vision & Values](#)



About the Trust

L.E.A.D. Academy Trust was established by Diana Owen, CBE in 2011 using her considerable experience as an executive headteacher, National Leader of Education, coach and mentor.

The Trust comprises 24 primary and 3 secondary academies across the East Midlands. All academies strive to achieve the highest standards of behaviour and conduct while providing outstanding teaching and learning.

Our values

The acronym L.E.A.D. embodies the four key principles at the heart of the Trust: strong leadership at every level; empowering everyone to aim high; providing the opportunity for all to achieve and constantly driving for improvement.



Lead



Empower



Achieve



Drive

“We are determined to bring about change and improvement to educational standards in the region by appointing visionary leaders who believe in the Trust’s vision and values and are committed to making a tangible difference to the lives of children and young people.”

Diana Owen, CBE Trustee and Chief Executive of L.E.A.D. Academy Trust.



24

Primary Academies



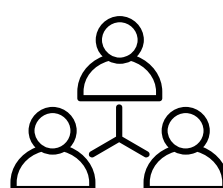
03

Secondary Academies



05

Geographical Regions



11,500

Pupils



1,650

Staff



Charnock Hall Primary Academy
A L.E.A.D. Academy

Charnock Hall Primary Academy

Carter Hall Road
Sheffield, S12 3HS

0114 239 6083



www.charnockhallacademy.co.uk