



# North Oxfordshire Academy

The best in everyone™

Part of United Learning

## Welcome to North Oxfordshire Academy

### APPLICATION PACK

#### Cover Supervisor

Salary: £19,232 per annum

Hours: 32.5 hours a week. Monday – Friday 8:30 – 3:30pm

Start date: November 2025

Closing Date: Sunday 12 October 2025



# North Oxfordshire Academy is seeking to appoint a Cover Supervisor

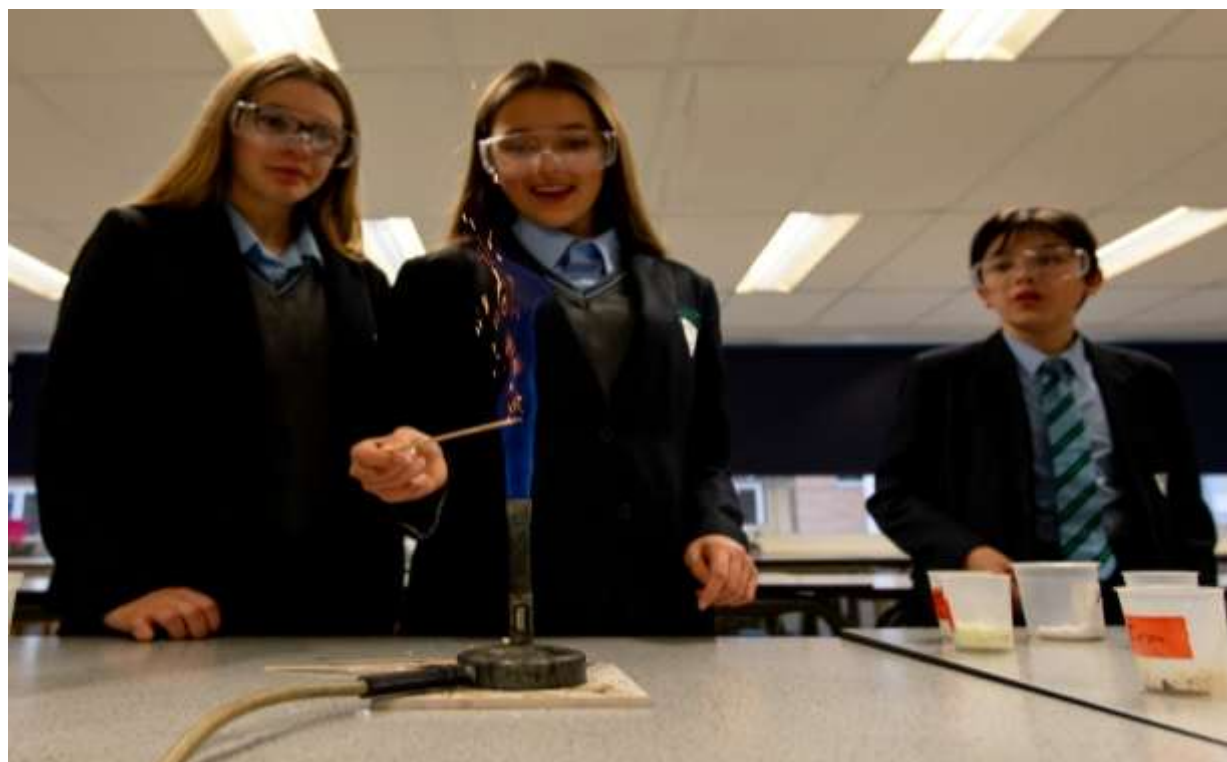
North Oxfordshire Academy seeks a passionate Cover Supervisor to join our dynamic team. Whether you are an experienced professional or aspiring to work towards a teaching career, we welcome you to apply!

North Oxfordshire Academy is part of United Learning, a unique group of independent and state schools working together to achieve the best in everyone. Our vision is to provide excellent education, so that all young people are able to make a success of their lives and, if we are to realise this vision, we need to make sure we attract, develop and reward the key ingredient – high quality staff such as **you**.

North Oxfordshire Academy is committed to equal opportunities and to the protection and safety of all students and adults. We expect all staff and volunteers to share these commitments.

The post will be subject to an enhanced DBS Disclosure.

The successful candidate will fully embrace our values of Confidence, Ambition, Respect and Determination, and will have a working knowledge of how these will apply within a Secondary Academy context and within the role itself.



***North Oxfordshire Academy is a caring and inclusive school. Staff know the pupils well and, as one parent described, “They always put the needs of the children at the heart of everything they do.”***

(Ofsted, November 2022)

# A Letter From The Principal

Thank you for interest in joining North Oxfordshire Academy. I am lucky enough to have worked at NOA since 2011 and have seen first-hand how our community has transformed lives. I am very proud of our school and, most importantly, of the students and staff with whom we have the pleasure of spending each day. At the North Oxfordshire academy, we talk a lot about us being a family; a place where we all belong; all feel respected and an academy that supports children to be the very best version of themselves.

North Oxfordshire Academy is a place where students work hard to achieve their dreams. We believe that high quality academic outcomes are important, but our young people are so much more than grades. We develop character so our students become respectful, ambitious, and determined members of our community. We expect every member of the NOA community to work hard to pursue their dreams; relentless hard work builds character. We have an ambitious vision of providing our students with a world class education in character and academics. The reason North Oxfordshire Academy exists is to provide the very best life chances for our students. Our vision and mission keep us moving forward; we never settle and always want better for our NOA families.

I am often asked what I am looking for when I appoint great colleagues. I think the starting point is that you must love children and that you have the highest of standards. NOA students and families deserve the very best and I look to employ people who work with integrity and truly believe in giving service to our community. In short, I appoint people who I would want to teach and inspire my own children.

Working in a school is deeply rewarding but also requires resilience. At NOA we look after staff with sensible and well thought out wellbeing and workload policies. We know that to flourish at work we all must be fulfilled in our home lives; we strive to listen and act on feedback. Staff are well supported by United Learning in providing a rich professional development offer for both teachers and support staff. Alongside this the United Learning curriculum is well developed so that teachers and leaders have a wealth of planning support. United Learning provide all staff with more time, more pay, and more support so we can deliver the very best learning experience for our students and families.

I hope you have read this short introduction, and you feel aligned with our vision. I encourage you to come and see the academy `in action`; our wonderful students and staff are the real selling point, and I think when you meet them you will want to be part of the North Oxfordshire Academy family.



**Mrs Ellie Jacobs, Principal**



# Why Work For Us?

The leadership of the academy is highly focused on creating an environment in which teachers can focus on their core role: to deliver excellent lessons. The student behaviour system is simple, easy to administer in lessons, and takes the burden away from teachers. Teachers at the Academy speak of this as one of the major benefits of working here.

In addition to this, teachers can expect:

- No formal observations.
- No lesson grading.
- A whole class marking policy.
- 3 extra INSET days per year - 8 in total.
- Collaborative team planning.
- No emails (except safeguarding) after 5.30pm and at weekends.
- Access to Westfield Health cash plan and rewards.
- Access a Blue Light card.
- Frequent opportunities to give your feedback.



***“The school’s curriculum is ambitious. Leaders have considered it in the context of their pupils’ aspirations. Consequently, leaders have introduced carefully chosen vocational pathways in key stages 4 and 5, which complement the broad range of academic courses.”***

**(Ofsted, November 2022)**

# Our Vision

To be an academy where students receive a world class education in character and academics leading to happiness and fulfilment in life.

# Our Mission

We exist to provide our students with the best life chances in Oxfordshire.

# Our Ethos

We engender a positive emotional climate where everyone is welcomed and valued. We believe that there are no excuses and no limits to what our students can achieve, and we work hard to maintain a relentless focus on high standards.

We believe that the five core values that best define North Oxfordshire Academy are:

## RESPECT

Definition: a quality shown through thinking and acting in a positive way.

- Respect for ourselves.
- Respect for others.
- Respect for the environment.

## DETERMINATION

Definition: the ability to continue to do something, although it may be difficult.

- Embracing the challenges of learning at a high level.
- Not giving up during adversity.
- Supporting each other to achieve.

## AMBITION

Definition: a strong desire to achieve something.

- Aiming to achieve the highest possible outcome.
- Aspiring to achieve the best possible jobs, college, and university place.
- Offering leadership opportunities for all.

## CONFIDENCE

Definition: A positive belief in one's own abilities, qualities, and worth.

- The ability to interact with others positively and effectively.
- The ability to express oneself expressively and with fluency.
- The belief in your ability to succeed in a particular task or goal

*I have been working at North Oxfordshire Academy for over 10 years and I love working here; I feel greatly valued as a member of the team. There has been investment in me personally, I am praised for my achievements and motivated in my role and other roles by way of growth, the opportunities are vast!*

# Part of United Learning

North Oxfordshire Academy is part of United Learning, a large, and growing, group of schools aiming to offer a life changing education to children and young people across England.

Our schools work as a team and achieve more by sharing than any single school could. Our subject specialists, our group-wide intranet, our own curriculum, and our online learning portal all help us share knowledge and resource, helping to simplify work processes and manage workloads for an improved work-life balance.

As a group, we can reward our staff better: with good career opportunities, better pay, benefits, and ultimately, the satisfaction of helping children to succeed. We invest in our staff wellbeing. Our academies each have at least eight INSET days per year (with three of those solely dedicated to planning), and an ongoing group-wide wellbeing programme. It's an ethos we call 'the best in everyone'.



***"The school's culture is highly inclusive. All pupils are considered part of the 'NOA family'. Staff care that all pupils are happy and successful in all aspects of school life. Pupils understand that bullying, discrimination and harassment are not acceptable."***

**(Ofsted, November 2022)**



# About Banbury

## About Oxfordshire

Banbury's location offers the best of both worlds, with proximity to London and Oxford while still providing a peaceful country lifestyle. This balance of convenience and tranquillity makes it an appealing choice for those seeking a charming and well-connected community to call home.

## Banbury Cross

The history of Banbury Cross is fascinating, with both the original High Cross and the current monument playing important roles in the town's heritage. The unique story behind the current Banbury Cross being commissioned for a royal wedding adds an extra layer of significance to this iconic landmark. It serves as a reminder of Banbury's rich history and the changes it has gone through over the years.



## Castle Quay Waterfront

The Castle Quay Waterfront is an exciting new addition to the town's landscape, with its focus on creating a vibrant canal-side leisure destination. The development includes a cinema, supermarket, hotel, restaurants, and parking facilities. As Castle Quay Waterfront promises to bring a fresh dynamic to Banbury's entertainment and dining scene, attracting more people to enjoy this modern amenity.



## Spiceball Country Park & reservoir

Spiceball Country Park offers a range of recreational activities and amenities for visitors of all ages, making it an ideal spot for families and nature enthusiasts alike. From leisurely strolls by the canal and river to engaging in outdoor play or enjoying a picnic in the serene surroundings, the park caters to various interests, ensuring a delightful experience for all who visit.

## The Banbury Museum & Gallery

The Banbury Museum & Gallery offers visitors a comprehensive exploration of the town's history through its diverse exhibits and collections, spanning from the origins of the town to the present day. Situated conveniently next to the Oxford Canal and Tooley's historic boatyard, it provides an immersive experience for families

and history enthusiasts alike. With a variety of special exhibitions, events, and activities, there's always something engaging happening at the museum for all visitors to enjoy.

## Broughton Castle

Broughton Castle located about 2 miles from Banbury, is a truly historic and picturesque estate with its moated fortified manor house, strong ties to the English Civil War, and its continued occupation by the Fiennes family. The combination of history and natural beauty, as seen in the formal gardens and park, likely makes it a fascinating place to visit and learn about.

# Job Description and Person Specification

<b>Post Title:</b>	<b>Cover Supervisor</b>
<b>Reporting to</b>	Assistant Principal
<b>Disclosure level</b>	Enhanced
<b>Duties and Responsibilities:</b> To work under the guidance of teaching staff and within an agreed system of supervision, to implement work programmes with individuals / groups in or out of the classroom including the supervision of whole classes during the short-term absence of teachers.	
<b>Specific responsibilities include:</b>	<ul style="list-style-type: none"> <li>• Supervising the students on work left in accordance with the Academy Cover policy</li> <li>• Establish productive working relationships with students, acting as a role model and setting high expectations.</li> <li>• Liaise with the designated class teacher to understand what the pre-prepared exercise for the class will be and what resources may be given to students to facilitate learning.</li> <li>• Record and report attendance at lessons in accordance with Academy procedures</li> <li>• Using the Academy Behaviour Policy, manage the student behaviour to ensure a constructive working environment</li> <li>• Answer any general questions the students have in relation to the work set and model expectations to students</li> <li>• Collecting any work completed after the lesson and returning it to an agreed person / place</li> <li>• Leaving the room in good order at the end of the lesson</li> <li>• Provide specialist support in a specific curriculum area, including preparation, and organisation of resources and support to teaching staff and students when cover is not required.</li> <li>• Supervising entry and departure of students in accordance with the Academy's policy</li> <li>• Recording and reporting attendance at lessons in accordance with the Academy's policy</li> <li>• Assisting in exam invigilation under the supervision of the examinations officer</li> <li>• Dealing with any immediate problems or emergencies according to the Academy's policies and procedures.</li> <li>• To take part in whole school INSET activities to enhance job effectiveness.</li> <li>• To accompany students on trips, visits, and other educational activities.</li> <li>• To undertake duties as part of the school's duty system (including break and lunch).</li> <li>• Follow the Academy's policies and procedures, especially those relating to child protection, and health and safety</li> <li>• Respecting confidential issues linked to home / students / teachers / schoolwork, and to keep confidences as appropriate.</li> <li>• To support general school administration when demand for cover is low.</li> <li>• Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities / grade of the post as defined.</li> </ul>
<b>Whole School responsibilities</b>	<ul style="list-style-type: none"> <li>• To take part in the Academy's CPD programme by participating in arrangements for further training and professional development including your own personal development. To engage actively in the Performance Management Review processes</li> <li>• To attend team and whole Academy meetings in accordance with the Academy calendar as required</li> <li>• To maintain up to date and appropriate records and tracking for students within your area of responsibility</li> <li>• To communicate effectively with the parents/carers of students as appropriate and where appropriate, communicate and co-operate with persons or bodies outside the Academy</li> <li>• To be responsible for a Tutor group.</li> <li>• Provide supervision at breaks and lunchtimes daily as required.</li> <li>• Administer and assess routine tests and invigilate exams/tests.</li> </ul>



**Other Specific Duties:**

- To play a full part in the life of the Academy's community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
  - To promote actively the Academy's Policies & Procedures
  - To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate
  - To undertake any other duty as specified not mentioned in the above
  - To comply with the Academy's procedures concerning safeguarding and to ensure that training is accessed
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- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
  - Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
  - Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers
  - Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to students

This job description is current at the date shown, but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the job which are commensurate with the salary and job title





*"It should feel daunting starting a new job but my time at NOA has been positive from the start. Apart from the welcoming atmosphere from your colleagues, it is apparent that support is in place for you to do well. I have been thoroughly lucky to receive such support and mentoring within my job role."*



# Person Specification – Cover Supervisor

The successful candidate will possess all or most of the following attributes:

E = Essential     D = Desirable

Assessed by:    I = Interview     A = Application

QUALIFICATIONS	Criteria	Selection
Maths and English (C/4 or better) or an equivalent qualification	E	A
First Aid Qualification	D	A
Further professional education qualifications	D	A
EXPERIENCE		
Experience of working with young people	E	A/I
Knowledge of, and ability to use a range of strategies to deal with classroom behaviour as a whole and individual behavioural needs.	E	A/I
Experience of working within a school or other formal educational setting	D	A/I

SKILLS, BEHAVIOUR AND PERSONAL QUALITIES		
Ability to effectively use ICT packages	E	A/I
Good verbal and written communication skills, and ability to relate well to children and adults' team, understanding school roles and responsibilities	E	A/I
Understanding of the curricular requirements of the school, these to include statutory requirements.	E	A/I
Ability to manage classroom activities and the physical learning space safely	E	A/I
Ability to use relevant equipment / resources and technology to aid learning	D	A/I
Ability to identify own training and development needs and participate in on-going training	D	A/I
PERSONAL QUALITIES		
Flexibility & Resilience	E	A/I
Calm under pressure	E	A/I
Accuracy and attention to detail	E	A/I
Ability to manage workload effectively	E	A/I
Willingness to share expertise and knowledge with others	E	A/I
Have a sense of humour, warmth, energy, stamina, and resilience	E	A/I
Understand and demonstrate a willingness to promote equality of opportunity	E	A/I
Understand and respect the principles of confidentiality and safeguarding students	E	A/I



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