



**United Learning**  
The best in everyone™

**Briefing Pack for Applicants**

**Cover Supervisor**

**September 2025**

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## Section 1 – Post Advertisement

<b>Job title:</b>	Cover Supervisor
<b>Location:</b>	Fir Vale Academy, Owler Lane, Sheffield, S4 8GB
<b>Starting salary:</b>	£25,584 FTE (Actual £22,076)
<b>Contract:</b>	Full-time, term time only, permanent
<b>Start date:</b>	January 2026 or sooner

Fir Vale Academy is a large 11- 16 mixed secondary academy located in the North of Sheffield. We are excited to be part of United Learning Trust, one of the country's leading education groups. As we embark on this new chapter, we are committed to driving improvement and raising aspirations across the Academy. It's a fantastic time to join us as we work together to deliver an exceptional education for every student.

We are seeking to appoint a diligent and proactive individual for the position of Cover Supervisor Fir Vale Academy.

The successful post holder will provide cover for day to day, short-term and long-term absences for teaching staff to minimise disruption to the effective running of the academy. This role is key in supporting the day-to-day running of the academy.

You will be working with an established team to deliver a comprehensive, professional and customer-focused service. Excellent interpersonal and organisation skills are essential. The successful candidate will ideally be able to work independently as well as part of a team.

### **We are looking for someone who is:**

- Confident in their ability to manage a whole class of students within the age range 11 to 16.
- Able to communicate appropriately and effectively with young people.
- Able to manage behaviour in the classroom to ensure students remain engaged in set work.
- Flexible to work throughout the school within different departments and with different age ranges daily.
- Someone who shares our moral purpose of ensuring that all of our young people receive the best education possible in a supportive environment from people who care about them.
- Someone who is passionate about teaching and learning and who will inspire our students to achieve their potential.
- Act as a role model to students so professionalism and confidentiality will be key attributes.

In return, you will be joining a supportive team within a growing and ambitious Academy, with access to professional development opportunities through United Learning.

### **We will offer you:**

- Highly competitive pay above national average.
- Excellent facilities and resources.
- Access to an outstanding professional development programme.
- A respectful working environment.
- Supportive, friendly colleagues who are committed to each other's professional development.
- A chance to become part of United Learning, one of the largest groups of academies in the country.

- Opportunities to work collaboratively with colleagues in each academy across the Cluster and United Learning.
- Excellent employee benefits which include a highly sought-after pension scheme with high employer contributions.
- Access to training through the Apprenticeship Levy.
- Westfield benefits platform.
- Free on-site parking.
- Access to an Employee Assistance Programme (EAP).
- We encourage open and regular conversations about work-life balance.

Please refer to the job description and person specification for further details.

To apply, please click the 'Apply online' button at the top of the advert on our website using the following link to our vacancies page. Please note that CVs are not accepted.

**The closing date for this post is midnight on Sunday 12 October 2025.** Interviews to be held soon after closing date.

If you have any queries regarding this role please email [hr@unitedlearningyorks.org.uk](mailto:hr@unitedlearningyorks.org.uk)

United Learning is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Employees will, in accordance with statutory guidance, be subject to a comprehensive checking process including references from current and previous employers, health, right to work in the UK, an Enhanced DBS check and a further check against the appropriate barred list.

## Section 2 – United Learning

The Yorkshire Cluster is part of United Learning which is a large and growing group of schools aiming to offer 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, Group-wide Intranet, our own curriculum and online learning portal all help us to share knowledge and resource, which supports simplifying work processes and managing workloads for an improved work-life balance.

As a Group we can reward our staff better and provide excellent career opportunities, better pay, employee benefits and ultimately, the satisfaction of helping children to succeed. We also invest in our staff wellbeing. Our academies each have at least eight INSET/training days per year (with three of those solely dedicated to planning) and an ongoing group-wide wellbeing programme. It is an ethos we call ‘the Best in Everyone’.

We are working hard to become a more diverse organisation, which is key to our commitment to bringing out ‘the Best in Everyone’. We welcome applications from everyone committed to this ethos and would particularly welcome applications from black and minority ethnic candidates who are currently under-represented in the Group as a whole. We always appoint on merit. We are open to discussing flexible working options.

<https://unitedlearning.org.uk/>

## Section 3 – Letter from the Regional Director

Dear Candidate

Thank you very much for your interest in the role within the Yorkshire United Learning Cluster. The cluster itself is a close-knit group of four Secondary Academies: Barnsley Academy, Fir Vale Academy, Sheffield Park Academy and Sheffield Springs Academy, who work alongside a number of local Primary Academies; all from within the United Learning Trust.

The cluster is well-established and has excellent support from locally based cluster central services. These cover Business Management, HR, IT and Site/Estate Facilities. They are led by an Executive Business Manager. This provides our Academies with excellent trained advice and support in these areas; this benefits the leadership and wider staff of every Academy.

United Learning Trust is a national organisation serving Primary and Secondary Academies, all-through Academies and Independent Schools. Our ethos is, “the Best in Everyone”. This is a useful phrase that sums up the work and focus of the organisation. Every decision taken is done with this aim in mind: for staff, for students and for the community. The Trust values of Respect, Determination and Ambition are driven through the Character Programme, which each Academy has carefully interpreted in their own way. The Trust attributes of Creativity, Confidence and Enthusiasm are demonstrated at every level.

United Learning, and Academies within the Yorkshire Cluster, demonstrate a strong commitment to staff CPD and staff wellbeing. If you join our schools you will be inducted, supported and developed in a deliberate way from before you even take up post. Our status as an Academy Trust enables highly competitive rates of pay progression and our employee schemes, such as Perkbox, are an attractive feature of employment.

Above everything, we put young people first and seek to recruit adults who share this view. We work with students, parents and families to provide a structured, supportive experience that enables them to achieve as well as they possibly can and become excellent scholars and rounded individuals. We insist on classrooms and corridors that are respectful, orderly places where everyone is expected to display positive and mature attitudes.

Applying for a new job is a huge investment of time and emotional energy. The recruitment decision has to be right for employee and employer. I would encourage you to seek out any information you need in order to make the important decision to apply and we welcome visits to our schools in advance of applications wherever this might be helpful.

I do wish you the very best with your application and thank you again for considering us.

Best wishes,

Laura Moore  
Regional Director  
United Learning

## Section 4 – Letter from the Principal of Fir Vale Academy



Dear Candidate

Thank you very much for your interest in joining Fir Vale Academy. I am delighted to introduce you to our Academy and I hope that this application pack provides you with an overview. You are welcome to telephone and chat with me prior to applying and come and visit if you can.

Fir Vale Academy is a diverse and dynamic 11-16 Academy. We are delighted to be part of United Learning and we work closely with our Cluster schools.

We fully subscribe to the ethos and values of United Learning, they are very much values we subscribe to here at Fir Vale Academy.

Good luck with your application and thank you again for considering Fir Vale Academy as the next stage in your career.

Best wishes,

Danny Bullock  
Principal  
Fir Vale Academy

## Section 5 – Job Description



### Job Description

<b>Post title</b>	Cover Supervisor
<b>Salary</b>	Band 2
<b>Responsible to</b>	SLT Line Manager
<b>Responsible for</b>	There are no direct line management responsibilities associated with this role however, there are elements of supervision.
<b>Role purpose</b>	Supervision of whole classes during the short-term absence of the class teacher under the guidance of teaching/senior staff including the implementation of work programmes, managing student behaviour and assisting students in relevant activities.
<b>Relevant qualifications</b>	NVQ Level 3, A or AS level qualification or working towards this. Excellent level of literacy and numeracy

The postholder must, at all times, carry out their duties and responsibilities within the spirit of United Learning and academy policies and procedures, and within the legislative framework applicable to academies.

### Role Summary

To supervise whole classes during the short-term absence of the class teacher under the guidance of teaching/senior staff, including implementation of work programmes, managing student behaviour and assisting students in relevant activities.

To assist students and teachers with their daily tasks and to ensure the areas within the are maintained to a high standard.

### Key Responsibilities

Although not an exhaustive list the following gives an indication of the role and associated responsibilities.

#### Supporting Students

You have responsibility to:

- use specialist (curricular/learning) skills/training/experience to support students
- assist with the development and implementation of Individual Education Plans

- establish productive working relationships with students, acting as a role model and setting high expectations.
- promote the inclusion and acceptance of all students within the classroom
- support students consistently whilst recognizing and responding to their individual needs
- encourage students to interact and work co-operatively with others and engage all students in activities
- promote independence and employ strategies to recognize and reward achievement of self-reliance
- provide feedback to students in relation to progress and achievement

### **Support for the Teachers**

You have responsibility to:

- work with the teacher to establish an appropriate learning environment
- work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- monitor and evaluate students' response to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- provide objective and accurate feedback and reports as required, to the teacher on student achievement, progress and other matters, ensuring the availability of appropriate evidence
- be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- undertake marking of students' work and accurately record achievement/progress
- promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
- Administer and assess routine tests and invigilate examinations / test
- Provide general clerical administrative support e.g. administer coursework, produce worksheets for agreed activities etc
- 

### **Support for the Curriculum**

You have a responsibility to:

- implement agreed learning activities/teaching programme, adjusting activities according to student responses/needs
- implement local and national learning strategies e.g. literacy, numeracy, KS3 early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- support the use of ICT in learning activities and develop students' competence and independence in its use
- help students to access learning activities through specialist support
- determine the need for, prepare and maintain general and specialist equipment and resources

## Support for the Academy

You have a responsibility to:

- be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- be aware of and support differentiation and ensure all students have equal access to opportunities to learn and develop
- contribute to the overall ethos / work / aims of the school
- establish constructive relationships and communicate with other agencies / professionals, in liaison with the teacher, to support achievement and progress of students
- attend and participate in regular meetings
- participate in training and other learning activities as required
- recognize own strengths and areas of expertise and use these to advise and support others
- provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- undertake planned supervision of students' out of school hours learning activities
- supervise students on visits, trips and out of school activities as required
- any other related duties as they may arise

### Other

- As may be reasonably required in agreement with the Principal

## Information

This post may require the post-holder to have a degree of flexibility and willingness to work outside of normal working hours.

The information contained above is to help staff understand and appreciate the work content of their post and the role they are to play in the organisation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have therefore, been used in which case all the usual associated duties are included in this job description.

This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post-holder.

Elements of this job description and changes to it may be negotiated at the request of either the post-holder or the incumbent of the post.

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I accept my job description and job title as detailed above.

<b>Name (print)</b>	
<b>Sign</b>	
<b>Date</b>	

## Section 6 – Person Specification



### Person Specification

<b>Post title</b>	Cover Supervisor
<b>Salary</b>	Band 2

<b>Education and Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
NVQ Level 3, A or AS level qualification or working towards this.	X	
Excellent level of literacy and numeracy	X	
Knowledge of relevant strategies e.g. literacy/numeracy		X
Appropriate First Aid training		X
Willing to undertake further professional development		X
<b>Skills/Knowledge/Experience</b>	<b>Essential</b>	<b>Desirable</b>
Organisational skills	X	
High level inter-personal and communications skills	X	
Ability to relate well to children and adults	X	
Work constructively as part of a team	X	
Competent in the use of ICT	X	
A caring, positive attitude towards student welfare	X	
Able to maintain trust and confidentiality where appropriate	X	
Can assist the school in forming a partnership with parents	X	
Experience of delivering PE/Sport		X
Knowledge of admin systems/curriculum requirements in a school		X
Understanding of equal opportunities		X
Understanding of the challenges of an 11-16 inner city school		X
Experience of working within a school		X
An awareness of students with special educational needs		X
Experience managing the behaviour of students in a reasonable manner		X
Knowledge of supporting agencies for schools		X
<b>Work Related Circumstances</b>	<b>Essential</b>	
Flexible and prepared to work outside school hours in response to the needs of the school and its users	X	
<b>Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Energy, imagination and personal commitment	X	

Ability to adapt to changing workloads and work under pressure.	X	
Self-motivated and ability to motivate others	X	
Ability to maintain personal presentation that sets high standard for students.	X	
To work within the spirit of School Policies on Equal opportunities, Child Protection, Health and Safety, Finance, Smoking etc.	X	
Flexible team worker.	X	
Ability to form and maintain appropriate relationships and personal boundaries with young people.	X	

## **Section 7 – The Appointment Process**

These notes are intended to guide you when making an application.

### **The Application Form**

The application form is accessible via the 'Apply' link on the job advertisement. Please complete the application form neatly, fully and accurately, including exact dates. You are requested to submit a concise application. CVs are not accepted.

### **Education and Training**

State your qualifications and any training you have undertaken relevant to the post.

### **Present Appointment**

Make it clear what your present post is, which establishment you work in and who your employer is.

### **Previous Appointment**

When completing this section it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work.

### **Referees**

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. References will be taken if the candidate is successfully short-listed for interview. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

### **The Supporting Statement**

The supporting statement is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post.

### **Arrangements for Interview**

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the academy website/s prior to attending the interview.

### **The Interview**

Candidates will be invited to interview at the academy during which time they will have the opportunity to meet staff and students and see the academy at work.

### **Feedback**

Feedback is offered to those candidates who are shortlisted, interviewed and not recommended for appointment. It is hoped that this information will help you with future applications.

## Section 8 – Visitors/Contacts



**Fir Vale Academy**

The best in everyone™

Part of United Learning

Fir Vale Academy  
Owler Lane  
S4 8BG

Website: <https://www.firvale.com>

Email: [enquiries@firvale.com](mailto:enquiries@firvale.com)

Telephone: 0114 2439391

As part of United Learning our aim is to bring out ‘the Best in Everyone’ and we continuously strive to ensure that students and staff have every opportunity to succeed, with their potential developed to the utmost.