



Cover Supervisor

Application Pack



Welcome to INOVA Multi-Academy Trust and thank you for your interest in joining our organisation. I am the Chief Executive Officer, and I feel incredibly proud to lead such a wonderfully diverse group of schools, that have people at their heart.

At INOVA Multi-Academy Trust, our vision is clear and unapologetically ambitious: Transforming lives through the power of learning. We are a values-led Trust, committed to Innovation, Collaboration, and Excellence. These principles guide everything we do – from the way we educate and support our learners, to how we develop our staff and engage with our communities.

Each of our schools is unique, shaped by its local context, and we are proud to celebrate that diversity. But what unites us is a shared commitment to equity, high standards, and the belief that every child – regardless of background, need, or starting point – deserves a brilliant education and the opportunity to succeed.

At the heart of INOVA Multi-Academy Trust is a people-centred culture. We believe that when we invest in people, we invest in futures. That's why we have created a Trust model that is agile, responsive, and grounded in trust – one that removes unnecessary noise from schools and enables Headteachers and staff to focus on what really matters: the young people we serve.

Our central teams provide high-quality support and challenge, reducing workload and unlocking capacity at school level. From curriculum development and inclusion, to safeguarding, wellbeing, and digital transformation, we direct more resources where they matter most – into classrooms, into staff development, and into building futures full of possibility.

We also believe in doing things differently – whether that's through our Institute of Talent, our evidence-led school improvement strategy, or our collaborative leadership networks. We don't just strive for compliance – we strive for brilliance.

As CEO, I have the privilege of working alongside a deeply committed team of leaders, educators, governors, and support staff – all of whom share a common purpose: to unlock potential and create opportunity.

As a prospective staff member, or simply interested in our work, I invite you to explore our Trust and connect with our journey. Together, we are building futures worth believing in.

Thank you again for your interest in joining us and the best of luck with your application.

Lee Barber
CEO



About INOVA Multi-Academy Trust

Since forming in 2011 we have grown to 9 schools - 5 primary and 4 secondary - providing learning to over 7,500 learners from ages 2 - 18.

Collaboration is systematic to our Trust. We give our leaders license to operate and empower them to do the right thing for our organisation.

Our Vision:

Transforming lives through the power of learning.

Our Mission:

To equip young people with the knowledge, skills and character to thrive in a rapidly changing world. From nursery to destination, our pathways will embed a culture of innovation, collaboration and excellence delivered through high quality, inclusive and enjoyable educational experiences.

Our Values:

Innovation : Collaboration : Excellence



Our Values

Innovation

- We embrace forward thinking solutions
- We experiment, learning from our success and failures
- We champion the use of cutting-edge resources
- We are agile in our approach.



Collaboration

- We ensure a safe and transparent culture
- We are proactively involved in our communities
- We apply resilience and adaptability
- We promote teamwork and inclusivity.



Excellence

- We have high standards and expectations
- We continually evaluate, seeking improvement
- We insist on equity for all
- We foster a culture of ownership and responsibility.



Our Offer

Each of our schools has its own distinctive character, reflecting the local community it serves. Children joining us have a broad range of abilities and social backgrounds. We recognise and celebrate different aptitudes and interests and believe that everyone can develop through dedication and hard work, leaving our schools fully prepared for successful lives.

Primary Education

Each of our primary schools are Ofsted graded 'Good' giving our children an excellent start to their education and preparing them fully for their secondary transition.

Secondary Education

Our secondary schools work in close collaboration to further develop our curriculum and outcomes. Our sixth form provision is Ofsted graded 'Good' or 'Outstanding.'

Central Services

Our support staff are highly valued, and we offer a range of central services to our schools to enable them to concentrate on outstanding teaching, high quality learning and effective support for individual needs. Services include:

- Catering
- Communications and Marketing
- Facilities and Estates
- Finance
- Governance
- HR
- IT
- School Improvement

The Role

Cover Supervisor

Grade 4 - £26,403 to £28,598

Pro-Rata - £22,581 to £24,458

Required for April 2026

Forge Valley School is an 11-18 Academy sponsored by INOVA Multi Academy Trust. Our school ethos is founded on the principal that ambition and endeavour are key components in achieving success. Currently serving around 1500 pupils, our new, purpose-built learning environment has excellent facilities to help us deliver our curriculum.

Our key strength is our staff who are committed to ensuring all pupils become the best they can be. Although we work as a team, we recognise each member of staff as an individual and offer bespoke CPD and support. Above all, we are a team that enjoys working here at Forge Valley School, who are supportive, approachable and ambitious for each other and ourselves. We are seeing to appoint a reliable hardworking and organised Cover Supervisor who will provide classroom supervision in the event of teaching staff being absent from work or otherwise unavailable, including Catch Up interventions. When not being used for cover, provide classroom & administrative support as required.

The role will commence as soon as possible, and successful candidates will be given a full training and induction programme, but it would be advantageous if you have a relevant NVQ Level 3 or equivalent qualification.

Salary Range	Grade 4
Hours of Work	37 hours per week
Responsible To	Office / Cover Manager
Responsible For	N.A
Benefits	<ul style="list-style-type: none">• SYPA Scheme• Salary Sacrifice Car Scheme• Cycle to Work Scheme• Discounted membership for Westfield Health• Occupational Health• Wellbeing Programme• Continuous CPD and Training• access to an on-site gym which is free to staff members• a modern, £27 million, state of the art working environment

The Person

QUALIFICATIONS AND EXPERIENCE	
<p>Essential</p> <ul style="list-style-type: none"> Very good literacy/numeracy skills ICT - ability to use various Microsoft office software A GCSE grade C (or equivalent) or higher in Maths and English 	<p>Desirable</p> <ul style="list-style-type: none"> NVQ3 or equivalent qualification
WORKING EXPERIENCE	
<p>Essential</p> <ul style="list-style-type: none"> An understanding of working in a complex and busy environment Effective at timekeeping. Experience/ knowledge of using a wide range of software packages, e.g. Microsoft Word, Excel, Outlook and Access Ability to work effectively on your own initiative as well as part of a team Work constructively as part of a team, understanding classroom roles and responsibilities Has an awareness of pupils with special educational needs Can maintain trust and confidentiality when appropriate 	<p>Desirable</p> <ul style="list-style-type: none"> Experience of working with children and young people. Previous experience in an educational Environment Work constructively as part of a team, understanding classroom roles and responsibilities
KNOWLEDGE AND SKILLS	
<p>Essential</p> <ul style="list-style-type: none"> Ability to self-evaluate learning needs and actively seek learning opportunities. Ability to relate well to children and adults Ability to communicate effectively both verbally and in writing To be able to work under pressure in a busy and diverse environment 	<p>Desirable</p>
PERSONAL ATTRIBUTES AND BEHAVIOURS	
<p>Essential</p> <ul style="list-style-type: none"> Commitment to an ethos of high standards. Ability to work flexibly Commitment to teamwork Willingness to learn - e.g new IT Packages, to further knowledge To maintain confidentiality Ability to demonstrate commitment to equal opportunities 	<p>Desirable</p>

How to Apply

Applications for this role are via the school website and TES online. Please specify on your application form the job you are applying for.

The closing date for applications is 1 March 2026, and interviews will be held on w/c 2 March 2026.

Safeguarding

INOVA Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All candidates will be subject to the following employment checks:

Shortlisted Candidates:

- References will be requested before interview
- A Criminal Convictions Disclosure Form will be requested at interview
- Evidence of right to work in the UK will be requested at interview
- Qualification certificates will be requested at interview
- Disclosures concerning child protection investigations, relationships with pupils, employees, governors or trustees, prohibition orders and section 128 directions (where applicable) will be requested at interview
- We may conduct online searches for shortlisted candidates prior to making our final decision. If any information obtained from the online searches raises concerns around someone's suitability for the role, or to working with children, then this may be raised with the candidate at interview and/or we may take advice from the local authority children's service.

Successful Candidates:

- Successful candidates will be required to undertake a DBS Enhanced Disclosure (with barred list) check
- Successful candidates will be required to complete a Childcare Disqualification under the Childcare Act 2006 Declaration (for applicable posts)
- Pre-employment medical screening.

Please Note: Canvassing of any employee, Trustee or member of the Local Governing Board, directly or indirectly, and your application will be disqualified.

Policies: Our approach to safeguarding and school safeguarding policies can be found on the Trust website:

<https://www.taptontrust.org.uk/page/?title=Safeguarding&pid=69>

Equality and Diversity

We are committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair and that applicants are not discriminated against on the grounds of race, nationality, gender religion, age, disability, marital status or sexual orientation.

Data Protection

As part of the recruitment process, we need to collect your personal data. For more information about what we do with your personal data, please see our Recruitment Privacy Notice on the [policies](#) page of our website.



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