

JACK HUNT ACADEMY

Hard work Integrity Kindness



Candidate Pack



KEYS
ACADEMIES
TRUST

About the School

A Welcome from the Headteacher



Dear Applicant

Thank you for your interest in this exciting role. The post offers the opportunity to make a real difference to the lives and aspirations of the students in our care.

At Jack Hunt Academy, we have a strong ethos centered on the belief that every student has the right to a first-class education, and we consistently promote high expectations for all our students. We want all our learners to leave JHA well educated; of good character; and ready for ambitious next steps. Our core values are:

- Hard Work
- Integrity
- Kindness

Jack Hunt Academy is a vibrant place of learning, underpinned by expert teaching of a challenging and broad curriculum. We provide high levels of pastoral care and support via our fantastic Year system, as well as a comprehensive PSHE programme. We believe that for students to thrive, they need to be happy, safe and receive high levels of support.

We think that enrichment opportunities are important for all students, and our offer in this area is extensive. We believe in high standards of behaviour and conduct, and our school is a happy and calm place to learn where positive relationships flourish. We are a diverse and inclusive school, and we are committed to comprehensive education.

Academic success is very important to us, and we have a strong track record. Our students achieve well and many progress into our successful and flourishing Sixth Form. Our students have strong destinations after leaving Jack Hunt Academy. However, academic success is only part of our purpose. We also provide excellence in music, drama, sport, and the arts and we value all practical and creative pursuits. We also develop the qualities that are important in any young person such as self-reliance, courtesy, respect, initiative, and determination.

We are an outward facing school. We are proud to belong to Keys Academies Trust, and this gives us the opportunity to collaborate with other schools. We also work with an extensive network of education providers, businesses, and charities within Peterborough and beyond. These networks allow us to offer our students a rich blend of opportunities.

If you think that this post at Jack Hunt Academy could be for you, we would love to receive your application.

Yours sincerely,

Jon Hebblethwaite,
Headteacher

For more information about this post, or to organise a visit to the school, please contact the HR department at recruitment@jhs.pkat.co.uk

About the Trust

Our trust is a vibrant, diverse, and ambitious group of five academies in west Peterborough. Formed in 2018, we are a relatively young trust, which emerged from a strong, but loose, alliance of primary schools working with our large Jack Hunt secondary school.

Our schools serve communities which have many similarities but also significant differences, due to the cultural and economic diversity of the city. We celebrate these differences and ensure that each school retains a distinct identity within the trust.

Working together as a multi-academy trust has allowed us to use the expertise across our 5 schools to meet our common goals to give our pupils and students an inclusive, innovative learning community that respects and benefits everyone and has aspirational plans for the future. Our vision is to unlock the potential and create strong life chances for all the children we educate.

Our iLearn Project is an important pillar in our educational provision both in the classroom and at home. Through the supply of personal iPads to staff and to children in years 6,10,11,12 and 13, we can leverage the significant enhancement to teaching and learning afforded by technology.

To ensure the transition from Primary to Secondary school we are proud of our Year 7 'My World' curriculum. This has been carefully planned to support the best outcomes for students and encourage independent and reflective learners, through the development of exhibition standard project work.

The Trust's Young Explorers programme replicates the Duke of Edinburgh scheme for all Year 5 pupils across the Trust and forms part of the Year 5 curriculum. Our rich offer for all the children in our Trust also includes a wide range of sporting activities and undertaking sports leadership courses; University visits in both Key Stage 2 and Key Stage 5; day trips, educational visits and residential; theatre groups in school and educational visits to theatre productions; and a wide of competitions where pupils and students can showcase their talents.

All in our trust have high aspirations for, and high expectations of, every single pupil and student. We want them to be well-rounded, confident, caring young people with leadership skills who are motivated to achieve their best in lessons and beyond the classroom. We want them to be involved in the school, local and global community and leave us as life-long learners, equipped to build on their success and contribute positively to our future.

The Board of Trustees of Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Job Information

Cover Supervisor
Jack Hunt Academy



Salary: NJC SCP Grade 9, Point 24-28

Type of role: Permanent

Closing date: Monday 7 September 2026 at 9.00am

Start date: As soon as possible.

Job Description

Purpose of Job

To supervise classes or groups of students with set work in the short-term absence of their class teacher ensuring the atmosphere and environment is conducive to learning.

Accountabilities:

Supporting the Students:

- Supervision of assigned classes or groups attempting work set by their teacher or liaising with a Curriculum Area Leader when work has not been set.
- Liaising with Teaching Assistants regarding individual student being supported in the class.
- Registering of students and reporting absences.
- Managing the behaviour of students in the classroom ensuring learning can take place effectively, including ensuring behaviour standards are met.
- Responding to students' questions in class to help maintain progress with the work which may mean moving them on in a task or to a different activity if subject expertise is required.
- When appropriate, mark work in the class recording achievement and progress and feeding this back to the teacher.
- Collect in work, if required, and return to the curriculum area.
- Provide feedback on learning activities and inform the class teacher of any concerns relating to individuals.
- Through negotiation with Curriculum Area Leaders and Heads of Houses lead additional booster classes/catch-up classes/revision classes for groups of students in the school.
- Take an active part in the late sweep each morning if not being used to cover first lesson.

Supporting the School:

- Be aware of, and comply with, policies and procedures of the school relating to child protection, health and safety, security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- To carry out two supervisory duties at break or lunchtime as part of a rota.
- Accompany staff and students on visits, trips and out-of-school activities as required.
- Develop and maintain effective relationships with other staff, parents, and carers.
- Attend meetings, briefing sessions and professional development activities as required.
- Recognise own strengths and areas of expertise and use them to advise and support others.
- As a secondary task – to undertake support activities, clerical tasks or exam invigilations when not required to do classroom cover.
- To run student detentions as part of the whole school Behaviour Policy.
- Other reasonable duties, as directed by the Cover Manager.

This job description will be reviewed periodically.

This is not an exhaustive job description and may be subject to change according to the needs and development of the role. It is expected that the post holder may undertake such other duties as may reasonably be requested.

Person specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Qualifications and Training:

- GCSE English and GCSE Mathematics grade C or equivalent (essential).
- Has evidence of a broad and successful secondary education (essential).

Personal Attributes:

- A good communicator.
- Is committed, caring and reliable.
- Flexibility and willingness/ability to take on new challenges.
- Genuine belief in the potential of every student.
- Approachable, helpful, with a positive nature.
- Able to take ownership of tasks with minimal supervision.

Skills:

- Has the initiative to make decision and to deal with incidents as they occur.
- Has the ability to take charge.
- Has the versatility to deal with all the facets of the job.
- Is willing to undertake further training.
- Has appropriate personal qualities conducive to the role, including a sense of humour, sensitivity, reliability, and the ability to interact socially with students and staff.
- Good general IT skills, administrative and organisation skills, written and oral communication skills.

Relevant qualifications will, of course be an advantage although the combination of experience and personal qualities are likely to be more important.

How to Apply

For more information, and to access our online application form, visit our website at <https://www.keystrust.org/vacancies>

Or, for a short cut, scan the code below:



Please use the below links to access our Safeguarding Policies:

Safeguarding and Child Protection Policy (Trust): <https://www.keystrust.org/SafeguardingandChildProtectionPolicy>

Recruitment of Ex-Offenders Policy Statement: <https://www.keystrust.org/RecruitmentofExOffendersPolicy>

Work for Us

Our Trust culture is centred on valuing people, through supporting their ambitions and career paths, so that we are a respected and attractive employer. By creating a culture where staff feel respected, empowered and inspired, we create a positive learning environment.

We are keen to reward and recognize our staff and have developed a comprehensive range of employee benefits to achieve this.

Our staff benefit from:

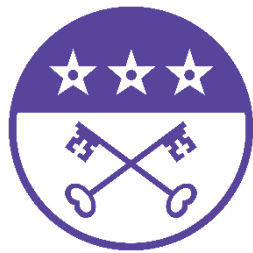
- Professional Development and extensive CPD programmes
- Perkbox employee benefits platform providing big discounts on shopping, dining and entertainment
- Generous Occupational Pension Schemes
- Generous sickness benefits to support you in a time of need
- Free parking at all Keys schools
- Nursery provision
- Free on-site annual flu vaccination scheme
- 24/7 free and confidential Employee Assistance Programme
- Wellbeing programme and support
- Additional planning days
- iPads and Laptops for all teaching staff
- Open door listening policy to Senior Leaders

Our people vision:

- Our people are proud of our Trust and the difference we make to young people
- We are all hungry to learn and we offer career development and opportunities for all
- Everyone enjoys coming to work, we are inclusive and listen to our people
- Our leaders serve our people ensuring their professional and personal need are supported
- Our people go the extra mile because they feel well rewarded and valued and that we care

Safeguarding Statement

Keys Academies Trust (Keys) and Jack Hunt Academy are committed to safeguarding children 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 successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks. Disclosure of any criminal convictions and an enhanced DBS check will be required for this post. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. The post may not be exempt from the Rehabilitation of Offenders Act 1974 as certain spent convictions and cautions are 'protected' and are not subject to disclosure. It is important that an applicant provides the School with upfront disclosure of all unspent convictions, cautions, reprimands or warnings. A failure to declare the above (that are not subject to the Disclosure and Barring Service filtering) may disqualify an applicant for appointment and may result in summary dismissal if the discrepancy subsequently comes to light.



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Ledbury Road
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