



Kingsway Primary School
Cover Supervisor, 29hours per week
Temporary for one year
(may become permanent)
Paid at Grade 7 (points 11-14)
Salary range dependant on experience and expertise
£17,026 To £17,861 (£25,998 To £27,273 FTE)
Required: August 2025



Content

Vacancy Advert	Page 3
Letter from the Headteacher	Page 4
The Application Process	Page 5
Job Profile	Page 6 - 8
Person Specification	Page 9
Vision, Values and Ethos	Page 10
Our offer to new staff joining the LiFE Multi-Academy Trust and Kingsway Primary School	Page 11 - 13



Advert

Cover Supervisor

Paid at Grade 7 (points 11 - 14)

£17,026 to £17,861pa (actual salary)

Salary dependent on experience & expertise

Temporary for one year (may become permanent)

Kingsway Primary School is seeking to appoint committed and enthusiastic Cover Supervisor, to be part of a team of Cover Supervisors.

The successful candidate will be required to provide cover for absent teaching staff across the primary age range. This role may suit a graduate and/or someone who is considering a future in teaching or working with pupils and young children.

We are looking for candidates with a strong commitment to children and their learning; someone who also likes and respects children. The successful applicant will have an enthusiastic and optimistic approach, and be able to remain calm under pressure.

Kingsway Primary School is a popular 4-11 school situated in the heart of the Braunstone Town community. Kingsway Primary School is increasingly the school of choice for parents living in the local area. The school is part of the LiFE Multi-Academy Trust.

This role offers candidates an exciting opportunity to contribute to the school's relentless drive for excellence. You will possess a real passion for contributing to the learning of our children and be able to promote the vision, and to live the values, of the LiFE Multi-Academy Trust.

"LiFE Multi Academy Trust is committed to safeguarding and promoting the welfare of pupils and expects all staff and volunteers to share this commitment. All offers of employment will be subject to a DBS check and an online search."

"At LiFE Multi Academy Trust we embed the principles of equality, diversity and inclusion into everything we do. As a Trust, we actively encourage applications from those in minority groups and with diverse backgrounds."

Please contact the school office on 0116 2898 525, via e-mail apearce@kingsway.org.uk or visit [Eteach](https://www.kingsway.org.uk) for further details and application form.

The closing date for completed applications is 9am on Thursday 3rd July 2025

Kingsway Primary School, Kingsway North, Braunstone Town, Leicestershire, LE3 3BD

Tel 0116 2898688, email apearce@kingsway.org.uk

Headteacher: Germaine Mckinnon



June 2025

Dear Applicant,

Cover Supervisor

Thank you for your interest in the above post. As Head teacher, I am very proud to lead Kingsway Primary School. Kingsway is a very welcoming and friendly place to work. The staff are passionate about providing all our children, irrespective of the challenges and difficulties they face, with the best opportunities and experiences possible.

We are seeking to appoint an individual who has energy, enthusiasm and enjoys working supportively with children. Being a Cover Supervisor can be a challenging job and the person appointed will need to be creative, have stamina and will need a sense of humour. We wish to appoint a Cover Supervisor who can successfully employ a range of strategies to maximise the potential of our students from EYFS to Key stage 2.

The successful applicant will be part of a team of Cover Supervisors. There will be a range of development opportunities to enhance professional skills dependent on experience and personal interests.

If you are interested in applying for our post, please complete the following:

- Application form (this can be downloaded from our website)
- Letter (of no more than one side of A4), outlining your relevant experience and how you would use your skills to support primary aged children.

The following information is included in this pack:

- Personnel Specification and Job Description;
- An application form can be downloaded from Eteach;
- Details of our most recent Ofsted report can also be found on our website.

The Personnel Specification indicates the specific skills and qualities we are interested in and where we expect to make judgements of these in the selection process.

Further details about the school can be found on the website at www.kingsway.org.uk

Applications should be completed on Eteach, by 9am on Thursday 3rd July 2025

Interviews will be held w/b 7 July 2025

I look forward to receiving your application.

Yours sincerely

Germaine Mckinnon
Head teacher



The Application Process

Completed applications should be completed on Eteach

A phone call, followed by an email will be sent to shortlisted candidates to confirm details of the interview process.

Queries

If you have any queries on any aspect of the application or need additional information, please contact Mrs Ann Pearce on 0116 2898 525 or via email on apearce@kingsway.org.uk

Thank you



Job Profile

Job Title:	Cover Supervisor
Grade:	7
Responsible To:	Head teacher
Responsible For:	Covering classes/ Supporting classes
Key Relationships/	Teachers, Other classroom support staff,
Liaison with:	
Job Purpose:	A Cover Supervisor will provide supervision of classes in the event of the absence (planned or unplanned) of the teacher, ensuring that pupils are engaged in pre-set work, and managing behaviour and ensuring a safe environment. Cover will not normally be for more than 3 consecutive days for the same teacher/class
Occupational Standards:	STL Level 3 (as applicable)

MAIN DUTIES AND RESPONSIBILITIES:

1. In the absence of a teacher, to supervise a class of students, ensuring they are engaged in learning activity that has been set by a teacher. This may include explaining the work to be completed and answering questions from pupils to ensure that they understand what is required of them.
2. To liaise with teachers / other relevant staff with regard to work set for a class.
3. To feedback to the relevant teacher on pupil engagement in the set work and also on any issues that may have arisen during the covered sessions.
4. To help prepare, monitor and maintain a safe and secure learning environment in line with the teacher's lesson plans.



-
5. To support the maintenance of an activity bank, and draw upon this in the event that pupils complete the pre-set work more quickly than expected, in order to ensure that pupils are engaged in constructive activity throughout the period of cover.
 6. To contribute to the development and review of relevant policies (e.g. Cover, Behaviour Management, etc).
 7. To assist in the evaluation of the impact of covered sessions on pupils and throughout the school.
 8. To undertake pupil registration of a class.
 9. To promote positive behaviour and relationships, using effective strategies in a timely manner in accordance with school policy.
 10. To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team.
 11. To assist with the organisation of cover for absent colleagues (teachers or support staff), for both planned and unplanned absences.
 12. To assist in the creation and maintenance of curriculum resources, and creation of visual displays in order to ensure a relevant physical learning environment.
 13. To undertake administrative duties relevant to the role.
 14. To provide approved SEN support for tests (e.g. KS2 SATs) under formal conditions.
 15. When not required to undertake any responsibility falling within the above, Cover Supervisors may be directed to provide additional support in the school, in accordance with the duties of other similarly or lower graded jobs for which they are suitably skilled / qualified.
 16. To support, as appropriate, in instances where pupils are unwell whilst at the school.*



-
17. To provide toileting support to pupils as necessary.**

Other duties the school may wish to include, not affecting the grade of the post:

18. To undertake midday supervision duties.



Personnel Specification

	Essential	Desirable
Qualifications <ul style="list-style-type: none"> NVQ 3 in Supporting Teaching and Learning, or equivalent, OR Able to demonstrate the ability to meet the STL Level 3 National Occupational Standards relevant to this post. Level 2 qualifications in maths/numeracy and English/literacy, or able to demonstrate competency in literacy and numeracy equivalent to level 2. 	 ✓ ✓	
Experience <ul style="list-style-type: none"> Experience of working with children in a formal setting without immediate supervision 	✓	
Knowledge <ul style="list-style-type: none"> Knowledge of child protection and health and safety procedures 	✓	
Skills/Attributes <ul style="list-style-type: none"> Ability and willingness to undertake professional development Good interpersonal skills Empathy with children and young people Ability to effectively manage pupil behaviour in accordance with school policy and procedure Ability to use own initiative to work flexibly and respond positively to a range of situations Ability to work effectively as part of a team 	 ✓ ✓ ✓ ✓ ✓ ✓	
General Circumstances <ul style="list-style-type: none"> Attendance - evidence of regular attendance at work An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations 	 ✓ ✓	
Factors not already covered Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any member of staff who develops a disabling condition.	✓	



Vision, Values and Ethos

LiFE Multi Academy Trust

Bringing Learning to LiFE

Vision

We have a compelling desire to provide high quality, personalised and rounded education for everyone, right in the heart of our local community. We believe that no school can be deemed successful unless all those around it are also successful, popular and flourishing. Hence, we believe that dynamic, mutually accountable collaboration and challenge between local schools as members of the LiFE MAT is the cornerstone of our future success.

Each of our schools needs to be seen as a leader of, and vital to its local community; each school is regarded as fundamental to the identity of its surrounding community. In this capacity, we will relentlessly promote the values of inclusion and the celebration of diversity, alongside personal responsibility and respect.

Values

- Ensuring that every student achieves positive, life changing outcomes
- Providing a whole education: academic excellence co-existing with an exceptional commitment to activity beyond the school gate
- **The relentless pursuit of excellence by;** expecting this of every person, every day; recognising and celebrating behaviours that lead to great progress and promoting and celebrating elite performance inside school and in the wider world
- Valuing and promoting the celebration and understanding of diversity and qualities of our staff and students
- Ensuring that all students and staff feel known, appreciated and supported
- Committing whole-heartedly to collaboration within, between and beyond our academies
- Ensuring our curricula are agents for the promotion of our values

Kingsway Primary School

Everyone Thriving in a Learning Community

Staff and pupils have created the values that Kingsway Primary School stands for;





Our offer to new staff joining The LiFE Multi Academy Trust and our schools

Professional Capital:

‘We believe in getting the right pupils, getting them to work together and getting them to stay’

Strategy	Description
Putting your trust in our Trust	We believe in your development. Everything we do is about creating a team of committed professionals who share our ambition for young pupils. If you believe in this too, we are committed to providing an exciting, enjoyable and rewarding working environment.
Coaching	Coaching is integral to our success. We support colleagues through coaching; enabling deep reflection, which has allowed us to build a bold, creative and aspirational culture, where collaboration with peers and new approaches to practice are encouraged.
Personal Improvement Plan versus Performance Management	Instead of the usual performance management, we encourage our staff to identify aspirational targets through our ‘Personal Improvement Plan’ (PIP) process. With your coach, you will look to make significant progress in a critical area of your practice; we believe in valuing the process of improvement not pass or fail numerical targets.
Health and Wellbeing Strategies	<p>Having happy and healthy staff is key to a successful organisation. The Trust is committed to:</p> <ul style="list-style-type: none"> • providing employees with a safe, healthy and supportive environment in which to work • recognising that the health and wellbeing of our employees is important • providing a supportive workplace culture where healthy lifestyle choices are valued and encouraged <p>We believe it is important that we are role models to our students of how to be a healthy adult. We actively promote the importance of a work life balance, offering support to staff on managing stress and workload, as well as a physical activity programme. Access to coaching, counselling and supervision is also available to all staff.</p>
Presumed Professionalism	We have a ‘Presumed Professionalism’ ethos across the Trust. Our staff are professional educators and we recognise the need to support staff to enable a healthy work life balance to allow maximum impact whilst working with our young pupils and each other. We achieve this by allowing staff to sign out during their free periods, as long as professional duties are not affected. See our policy for further details.



Our offer to new staff joining The LiFE Multi Academy Trust and our schools (continued)

<p>Development of Professional Capital and Excellence</p>	<p>As a Trust we always look to invest in our staff and pride ourselves on our ‘home grown talent’. We pride ourselves on this and believe this has the biggest impact on how our staff understand their communities and make a difference to the lives of our young pupils.</p> <p>Quite simply, our aim is to employ pupils who match our ethos and values and enable them to truly collaborate with colleagues across the Trust so that they are satisfied professionally. We provide outstanding training pathways which draw on excellence both within and outside of our Trust to enable you to build your professional capital.</p> <p>Examples of the many opportunities we encourage staff to take up externally include:</p> <ul style="list-style-type: none"> • The National Professional Qualification for Senior Leadership (NPQSL) • The National Professional Qualification for Headship (NPQH) • The National Professional Qualification for Middle Leadership (NPQML) • The Outstanding Teacher Programme (OTP) • Initial Teacher Training (ITT) <p>Pathways are available at apprenticeship level, NQT, aspiring middle leader, Lead Practitioner and aspiring senior leader level. Some of these courses are led by staff within the Trust and others are externally accredited. In addition, the Trust provides the opportunity of becoming an associate SLT member, enabling middle leaders to gain insight and experience of leadership at the highest level within a school.</p> <p>Support staff have their own Personal Improvement Plan that they use as a tool to create a bespoke professional development plan. All support staff also receive Coaching and training opportunities, in order to help them feel empowered and in charge of their own development.</p> <p>Across the Trust we pride ourselves on equal opportunities for all staff, irrespective of background, gender, disability, religion, sexual orientation or age.</p>
--	---



Our offer to new staff joining The LiFE Multi Academy Trust and our schools (continued)

Great access to progression and leadership responsibility	Further evidence of our investment in 'home grown talent' is that 86% of our TLR holders have been internal appointments. We have clear professional progression pathways within the CPD offered throughout the year at all levels within the Trust.
Collaboration across all schools	We are developing relationships across our Trust to enable collaboration to support learning and teaching outcomes. In addition, we are able to offer a joint CPD programme to draw upon expertise across the Trust. Staff work and meet regularly in teams across schools in the Trust and we hold an annual Strategic Planning Day, where each member of the Trust work together.
Sabbatical and flexible working policies	<p>We have developed a unique sabbatical policy to support staff to develop their interests. For some, this has been to develop professionally, whilst others have taken this time to experience travel with their family. See our policy for further details.</p> <p>Flexible working arrangements are also promoted across the Trust where possible, to enable our staff to manage their work life and family commitments.</p>
Strong Induction Process	It is important to us that every member of staff has the right start to working in our Trust. The importance of a good induction is invaluable for new starters irrespective of previous experience. To support this, we have a New Staff Induction Day before the start of term, which enables colleagues to get a real understanding of what the school is about and what it means to be part of the Trust. This day also prepares new staff for our training (conference) days at the beginning of the Autumn term. In addition to this ALL staff are invited to visit a series of lessons across the school year.
ECT Programme	We offer early career teachers a robust, supportive and bespoke training programme which will enable you to develop into an outstanding teacher.
Continued ECT and RQT support	Where possible we try to ensure that ECTs and third year teachers have reduced teaching loads to allow them more opportunities for CPD throughout the school week. This also allows for peer to peer observations and additional coaching to take place to develop their practice.
Attendance of staff	Our staff are committed to their roles and ensure that students are supported to maximise their outcomes. Levels of attendance are exceptionally high across all staff and well above national averages in the education sector and beyond.

We are always looking for highly quality teachers and support staff who buy into our values across the LiFE Multi Academy Trust and our schools