



Welcome to our Trust

Cover Supervisor
Recruitment Pack



Contents

03

Welcome

05

About Anglian Learning and Stour Valley

07

Working for Anglian Learning

09

Role Summary

10

Job Description and Person Specification

12

How to Apply

Welcome to Anglian Learning

Thank you for your interest in the position of
Cover Supervisor at Stour Valley Community School.

Anglian Learning is an ambitious, forward-looking multi-academy trust. Our members share the firm belief that all young people deserve to have access to an excellent education and exciting opportunities, which in turn will help prepare pupils to thrive in their local, national and global communities.

This is reflected in our Core Purpose of Transforming Together to enable inclusive and aspirational learning in every classroom, empower leaders across every academy, and ensure inspiring opportunities and educational success for our learners, people and communities.

Our organisation has been founded on strong collaborative and trusting relationships, where everybody is committed to sharing their successes, but equally open to innovative ideas and alternative perspectives. We also passionately believe that our most valuable resource is our people, and if you apply and are successful in your application, we promise to develop and support you in your career, as well as provide a caring, friendly environment in which to work.

For an informal discussion regarding this role, please contact Gemma Rule HR Officer, at hrhub2@anglianlearning.org

I hope that you find the following information useful. If you wish to make an application for this vacancy, please see the instructions within.

We look forward to hearing from you.

Jonathan Culpin
CEO, Anglian Learning



Our Values:

Aspiration

We are ambitious for ourselves and all those in our community to be the best we can be.



Community

We underpin our relationships with a culture of support, respect and trust, recognising we are stronger together.



Empowerment

We enable our academies, staff and learners to embrace new ideas and think creatively.



Inclusivity

We believe in equality of opportunity, celebrating everyone's differences and supporting learners of all abilities from all backgrounds.



About Anglian Learning

Founded in September 2016 by four community-facing secondary schools committed to sharing knowledge and providing mutual support, Anglian Learning has grown to become one of the leading school trusts in the region.

Educating more than 9000 pupils and employing over 1000 staff across three counties, pupils, their families and the wider community benefit directly from the resources, time and expertise given by our Trust. While each school retains its own unique identity and ethos, we are collectively passionate in our belief that we are stronger together.

Alongside this, our Trust remains committed to its heritage, which is rooted in local communities. Several of our schools provide adult learning opportunities and support for local groups and societies. We also operate our own sports centres under Anglian Leisure. Local, high-quality quality and representative governance of schools is a key aspect of our leadership structure.

In addition to our commitment to celebrating our community ethos, we believe strongly in empowering our people. The role of our Trust is to provide the environment in which colleagues can grow, develop and flourish in their role. Our central team provides extensive, expert and rapid advice and support in human resources, curriculum development, inclusion, finance, ICT, business support and operations. Therefore, our schools have the capacity and focus to drive school improvement in the curriculum, teaching, behaviour and in establishing the healthy culture and ethos that underpins this.



Educating more than

11,100

pupils

Employing over

1,650

members of staff

3

counties

22

academies

About Stour Valley Community School



We are a relatively small 11-16 secondary school in the beautiful town of Clare, in rural West Suffolk, situated between Sudbury and Haverhill. We are a community school and our ethos is built on a philosophy of knowing our students and developing a real sense of community. We are over-subscribed and have a PAN of 115 students in each year group. We are committed to offering a broad and balanced curriculum throughout KS3 and into KS4 which allows for all students to be able to pursue their interests and explore new areas of knowledge. Music, Drama, Sport, Art, Design and Technology and Languages are all important and valued curriculum areas alongside Maths, Science and English.

Developing the whole child and nurturing students to value difference and be caring and kind and able to navigate a world of social media distraction and complicated political and social divide is as important to us as ensuring that our students gain the best qualifications they can to open the door to their next stage of learning, be that vocational or academic. Our PSHE (Personal, Social and Health Education) curriculum and our RS (Religious Studies) curriculum is compulsory for all, and they are regularly revised to respond to national and regional areas of concern where educating the students in our care to make responsible and healthy choices as they make their way through their teenage years is an integral part of our safeguarding strategy.

Are you passionate about making a difference in students' lives? We are looking for dedicated and enthusiastic individuals to join our dynamic team. If you are ready to inspire, collaborate, and grow professionally, we would love to hear from you. Together, we can continue to shape the bright future of our student



Working for Anglian Learning

One of our core design and decision-making principles is that we constantly strive to build a healthy organisational culture, central to which is making sure we are a learning community where everyone can achieve their potential. We create a strong sense of belonging and a place where staff feel appreciated and fairly rewarded for the work they do. We are a flexible employer that supports colleagues to balance their lives and recognises how staff give back to our young people.

Staff survey

Our most recent staff survey indicated that a high proportion of staff:

- Feel as though they belong within Anglian Learning
- Agree that they are provided with relevant opportunities for professional development
- Feel that there is a positive culture of psychological safety within their school
- Have high levels of job satisfaction and happiness at work
- Would recommend our organisation as a great place to work
- Almost all staff who responded to the survey feel part of a team within their school and can rely on colleagues for support when needed.

Joining Anglian Learning comes with a range of benefits, fostering both personal and professional growth. Our coaching and mentoring programmes are designed to offer tailored support that enhances your skills and career development. For further information about the opportunities available for this role please contact Gemma Rule HR Officer at hrrhub2@anglianlearning.org.

Benefits

Other benefits and support available to all Trust employees include:



Career Average Revalued Earnings Pension Scheme (CARE)



Cycle to Work Salary Sacrifice Scheme



Free membership to all Anglian Learning Sports Centres



20% discount on Anglian Learning Adult Education Courses



Professional Development Scheme Policy



Employee Assistance Programme offering a range of services to staff and their families



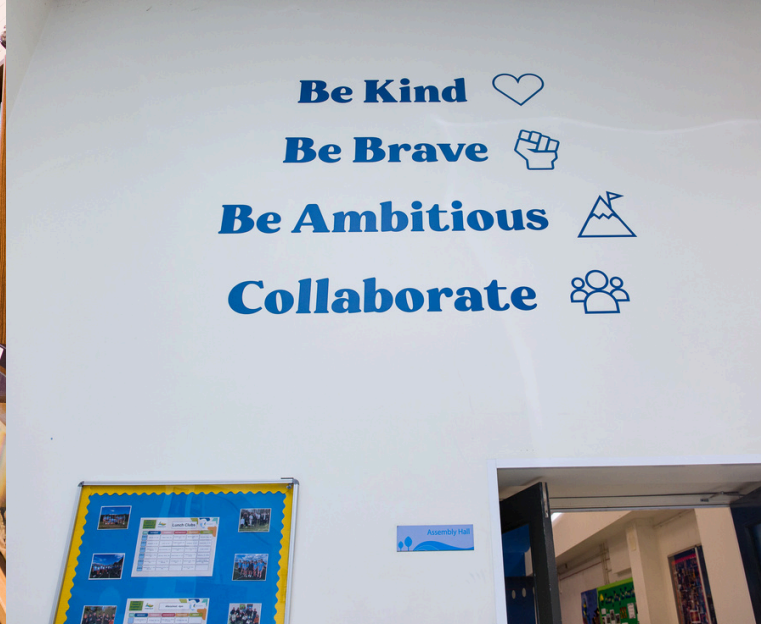
Specsavers VDU Vouchers



Boots Flu Vouchers



Access to a wide range of discounts on high street and online shopping via 'Teacher Discounts' and the 'Blue Light' card



Role Summary

We are seeking to employ a Cover Supervisor to support our teaching staff by providing classroom cover when the teacher is absent. This position does not require a teaching qualification.

You will manage a classroom, implement set work, and support the students in their learning ensuring they remain on task with the work they have been set. Other duties on less busy days duties will include supporting students in the classroom and carrying out administrative tasks.

You will have grade C/ grade 4 or equivalent in Mathematics and English, and experience of working with children in an educational setting would be beneficial.

We are a happy, welcoming school with outstanding standards of behaviour and a friendly, supportive staff. Central to our vision is the belief in the uniqueness of every student, and that every young person has gifts to discover and share with others. We are committed to building brighter futures for our students, our local community and the wider world.

Job Description

Cover Supervisor
Stour Valley Community School



SALARY:	Cambridgeshire Scale 4, point 7 £26,403- point 11 £28,142 FTE
HOURS:	32.5 hours per week, over 39 weeks per year, working 8:15am until 3:15pm Monday to Friday
PENSION:	LGPS Pension Scheme
DISCLOSURE LEVEL:	Enhanced DBS plus Barred List Checks
LOCATION:	The post holder will be based at Stour Valley Community School but will be expected to work across the Trust and to travel between sites.
RESPONSIBLE TO:	Cover Manager

MAIN RESPONSIBILITIES

- To supervise whole classes during the short-term absence of the assigned teacher.
- To give instructions for the lesson as provided by a teacher, with the primary focus of the role being to keep students on task and to maintain good order.
- Respond to general questions and provide general feedback to teachers whilst not being required to undertake 'specified work' (planning, preparation, delivery, assessment, recording and reporting of achievement, progress and development).
- To assist with departmental administration requirements including reprographics, school displays and general admin.
- Provide cover for registration periods.
- Deliver lessons where the normal cover has been left, to a high standard with limited preparation time and, on occasion, at short notice.
- Manage the behaviour of students effectively, putting an end to any unacceptable behaviour before it escalates, and ensuring a constructive environment.
- Provide students with a positive learning environment so as to aid student progress.
- Deal with any issues, whether behavioural or otherwise, in the appropriate manner and in line with the school's policies and procedures.
- Collect work at the end of the lesson, as requested, and return it to the teacher.
- Complete the lesson feedback sheet and send it to the teacher.
- Resolve any queries with cover, speaking with other staff members or providing additional tasks yourself of suitable quality.
- On occasions when cover is light carry out tasks to support the school, which could include suitable administrative tasks, data input tasks or supporting individual departments.
- To attend pre and after school meetings as required, i.e. staff briefing, staff meetings.
- Be aware of the different needs of individuals and ensure that students have equality of access to opportunities to learn and develop.
- Support the use of ICT where appropriate, making appropriate use of equipment and resources.

TRAINING

- To attend training in identified areas as part of the school's Performance Management Cycle.

SCHOOL ETHOS

- To play a full part in the life of Stour Valley Community School; to support its ethos and to encourage all students and staff to follow this example.
- Actively promote the school's policies at all times.
- Comply with the school's Health and Safety Policy at all times.

Person Specification

Cover Supervisor
Stour Valley Community School



Qualifications and Training

Essential:

- GCSE English and Maths Grades A*-C or equivalent

Experience, Skills & Knowledge

Experience

Essential:

- Successful recent experience working with children in education
- Understanding of principles of child development and learning processes
- Good working knowledge of ICT to support learning

Communication

Essential:

- Ability to write detailed lesson feedback reports
- Ability to use language to communicate information clearly

Working with Children

Essential:

- Ability to demonstrate effective implementation of the school's behaviour management policy and strategies which contribute to a purposeful learning environment
- An understanding of the additional needs of SEN students
- Good understanding of the school curriculum
- Detailed understanding of child development. Motivate, inspire and have high expectations of students
- Ability to demonstrate effective implementation of the school's behaviour management policy and strategies which contribute to a purposeful learning environment

Personal Qualities

- Good organisational skills
- Ability to remain calm under pressure
- Follow instructions accurately
- Ability to manage own time effectively
- Ability to adapt quickly and effectively to changing circumstance or situations
- Demonstrate creativity and an ability to resolve problems independently

How to apply

Dates

CLOSING DATE: Wednesday 1st July

INTERVIEW DATE: w/c 6th July 2026

START DATE: September 2026

We reserve the right to close this advert prior to the publicised closing date if we receive a high volume of suitable applications. Applications will be reviewed as received so please apply early to avoid disappointment!

If you are passionate about Cover Supervisor and meet the person specification we invite you to apply for this exciting opportunity via our website.

To find out even more, have an informal discussion or arrange a visit to the Trust, please contact the Trust's HR Team via Hrhub2@anglianlearning.org

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. Therefore, all posts within the Trust are subject to robust pre-employment checks including but not limited to an enhanced Disclosure and Barring Service check

This job entails work that is considered regulated activity i.e. work which involves regular close and unsupervised contact with children or vulnerable adults. As such additional pre-employment checks will be required and communicated to the successful candidate at the offer stage.

This post is exempt from the Rehabilitation of Offenders Act. Our policies for Ex-Offenders, GDPR, Safeguarding and Recruitment can be found on our website: www.anglianlearning.org.

We value diversity and welcome applications from all, including those with protected characteristics under the Equality Act. Should you require reasonable adjustments to support your participation in an Anglian Learning recruitment campaign please do not hesitate to get in contact as we are happy to discuss your requirements.'

Flexible working, including part-time hours and job shares, will be considered for all Anglian Learning roles with the exception of where this is not compatible with the business needs. Should you be interested in flexible working please indicate this on your application.

Privacy Notice for Job Applicants - <https://anglianlearning.org/information/data-protection-policies/>

Please note the photo(s) of pupils attached to this notice were used under the legal ground of consent, for the purpose of preparing publications that promote the schools.



Get in touch

Anglian Learning
Lode Road
Bottisham
Cambridge
CB25 9DL

PHONE: 01223 340340

EMAIL: hr@anglianlearning.org

WEBSITE: www.anglianlearning.org

SOCIAL MEDIA:

