



STOKE PARK
— SCHOOL —

Cover Teacher

Recruitment Pack





BUILDING BRIGHTER FUTURES

Our story is one of moral purpose. We are a learning community where everyone works collaboratively to plan, spread expertise and tackle challenges together — always focused on putting the needs of our students first. Together we build brighter futures.

Our Mission

We aim to make a difference by raising the horizons and ambitions of everyone who learns, works, and lives within our diverse communities.

Our Values

The Trust is committed to building brighter futures. This commitment is underpinned by three core values:

- Student's first
- It's about learning
- No barriers

Join Us

This is an exciting time to become part of The Futures Trust. Every role here is more than a job — it's real, impactful work that makes a meaningful difference in the lives of our students and their communities. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn, grow, and truly change lives.



4

Primary Schools



6

Secondary Schools



9000+

Students



1300+

Staff



Thank you for considering a career with The Futures Trust.

We are delighted to provide you with this recruitment pack, designed to offer all the information you need to embark on a rewarding journey with us.

Ann-Marie Smith

Head of School



Stoke Park School is a thriving school that is committed to Building Brighter Futures for all of its students.

Every decision we make is about the young people we serve, their learning experience and their personal development. We are looking to expand our team of talented professionals who excel in their field to help us on the next phase of our exciting journey.

We look forward to hearing from you.



▼ Job Details

JOB TITLE	COVER TEACHER
OPPORTUNITY	<p>We are seeking to appoint an excellent Cover Teacher to work with curriculum teams to teach students in the absence of teachers, and lead the organisation with all aspects of the administration of cover.</p>
REPORTING TO	<p>Operations Manager / Leadership Team</p>
LOCATION	<p>Based at Stoke Park School with a requirement to travel to work at or for schools in the Trust.</p>
SALARY	<p>UQT</p>
BENEFITS ENHANCING WORKING LIVES	<ul style="list-style-type: none"> - Competitive rates of pay - Professional development opportunities - Career pathways across the Trust - Teacher / Local Authority Pension Scheme - Online retail discount - Employee Assistance Programme - Family Friendly policies to support family & carer commitments - Flexible Working Arrangements <p>www.thefuturetrust.org.uk/why-work-for-the-futures-trust</p>



▼ Job Description

Job Purpose:

To work with curriculum teams to teach students in the absence of teachers, and lead the organisation with all aspects of the administration of cover.

Responsibilities as Cover Coordinator:

- Lead the organisation of all aspects of the administration of cover including taking phone calls and messages from absent staff and recording the reason for absence, timetabling the cover required during the day and having it ready by 8.15am.
- Lead the organisation of all aspects of the administration of pre-planned cover: timetabling the cover required during the day and gate-keeping requests for agreement by Deputy Headteacher or Head of School.
- Lead the organisation of all aspects of the administration for external cover arrangements; including liaison with finance to ensure long term commitments can be considered (through agreement with line manager)
- Lead the organisation of all aspects of the administration for centralised cover; liaise with subject leaders to create bank of resources to assist learning for centralised cover, where necessary (supported by leadership colleagues) to ensure lesson consistency is maintained.
- Lead and manage the centralised cover, when in use; to use professional judgement to ensure external cover is minimised for classroom-based cover (to support consistency of classroom experience and to minimise financial impact of external cover)
- To monitor and frequency of classes used for classroom or centralised cover and report to Leadership Team regarding classes that have been impacted the most.
- Ensure school expectations, routines and structures are implemented.
- Lead own classes, where necessary, and the associated teaching expectations associated with them (under teachers' pay and conditions).



Responsibilities as Cover Coordinator continued:

- Liaise with Operations Manager and Exams manager to ensure exam arrangements (internal and external) can be supported and delivered effectively and ensure staffing allocations are understood.
- Manage workload and timetables of the internal and external team.

Responsibilities as Cover Supervisor:

- To supervise classes and to undertake work/activities that has been set by teachers (in the classroom or as part of our centralised cover arrangements).
- Deliver a high-quality learning experiences for the pupils; that reflects the consistent routines and structures outlined in our Coundon Learning Framework.
- To respond to any questions from pupils about processes and procedures
- To deal with any immediate problems or emergencies in accordance with school policy.
- To establish communication links with the appropriate teacher to ensure continuity is maintained for the pupils.
- To collect completed work after the lesson and return it to the appropriate teacher.
- To report back to the appropriate person on any issues arising.
- To supervise examinations as directed.
- To take part in all appropriate inset activities

General:

- To be responsible and accountable for carrying out the duties of the post with due regard to Academy's equal opportunities policy, and health and safety law, and to ensure that all duties which include the processing of any personal data are undertaken in accordance with the Data Protection Act 1998.
- Undertake training as maybe required to fulfil the duties of the post.
- To undertake any other duties and responsibilities within the range of the salary grade and nature of the post.
- Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Academy Equality Policy.



Person Specification

AREAS	ESSENTIAL CRITERIA	MEASURED BY
EDUCATION AND QUALIFICATIONS	<ul style="list-style-type: none"> • Educated to level 2 minimum – GCSE standard (English & Maths desirable) 	Application Form Certificates
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • To communicate effectively • To motivate and encourage students to work co-operatively • To establish and maintain good professional relationships with adults and young people and to deal with difficult situations sensitively • To be a team player • To organise and co-ordinate classroom a difference <p>In addition to the candidate’s ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:</p> <ul style="list-style-type: none"> • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviours • Attitudes to use of authority and maintaining discipline 	Application Form Interview Test

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EXPERIENCE	<ul style="list-style-type: none"> • Of working with groups of young people, preferably of secondary age • Of resolving problems and handling challenging situations • Of managing behaviour effectively 		Application Form Interview
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Of the needs and characteristics of young people • Of supervision and behaviour management techniques • Of the importance of positive role models for young people • Of strategies, including literacy, numeracy, ICT, independent learning, special educational needs and anti-racism to ensure effective learning • Of equal opportunities and anti-discriminatory practice in the context of the school community 		Application Form Interview Test
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • A professional role model who is committed to their own professional development and to developing others • Committed to and able to promote the aims of the school and the values of the Trust: Learners First, It's about Learning, No Barriers. • Values diversity and the unique contribution that every individual makes to the learning community • Demonstrates professionalism, loyalty and integrity • Able to work flexibly, and to attend meetings and INSET days as required 		Application Form Interview



How to apply

Closing date:

Thursday 9th July 2026

Interviews:

w/c Monday 13th July 2026

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team:

tel: 02477 102134

To apply for this post, please complete the online application form found at:

www.thefuturetrust.org.uk/work-with-us/current-vacancies

On application please read the following policies found at:

www.thefuturetrust.org.uk/work-with-us/recruitment-pack

- Stoke Pak School Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants



The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.

The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.