



JOB ADVERT

Tall Oaks Academy Trust

Cover Supervisor

About the Role:

We would like to appoint a Trust Cover Supervisor across our three schools to cover short-term absence, PPA and leadership time of teaching staff, taking sole charge of a group of students. The focus will be on ensuring that students learn, and supervising them while they work on tasks set by teaching staff. A sense of humour, much patience and energy, and a genuine liking for young people are vital attributes. Experience of working with young people would be an advantage.

Key Responsibilities:

- Supervise work that has been set by teaching staff, ensuring that students continue to learn during their teacher's absence;
- Manage the behaviour of students whilst they are undertaking work to ensure a constructive environment;
- Establish productive working relationships with students, acting as a role model and setting high expectations;
- Respond to any questions from students about process and procedure;
- Deal with any immediate problems or emergencies according to the school's policies and procedures;
- Collect any completed work after the lesson and return it to the appropriate teacher;
- Report back as appropriate using the school's agreed procedures on the behaviour of students during the class, and any issues arising;
- Promote the inclusion and acceptance of all students within the classroom;
- Support students consistently whilst recognising and responding to their individual needs;
- Provide feedback to students in relation to progress and achievement;
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour;
- Provide support for registration as required;
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop;

What We are Looking For:

- Strong communication and interpersonal skills, with the ability to work as part of a team.
- A proactive attitude, with the ability to adapt quickly and think on your feet.
- Passion for educating and supporting children in their learning journey

The post will be based across the Trust at White's Wood Academy, Castle Wood Academy and Mercers Wood Academy and is 37 hours per week, 8.15am – 4.15pm Mon – Thurs and 8.15am – 3.45pm on Fridays, with the hours to incorporate staff training and meetings.
Salary: Grade 5 £23,442 (FTE £27,254)

Tall Oaks 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. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check.

How to apply

Interested candidates can download the Recruitment pack, including job descriptions, person specifications and application forms at www.talloaksacademy.co.uk. This includes information about Tall Oaks Academy Trust, what we offer and how we can support you as well as a how-to guide on completing the application form.

Closing Date for Applications:	14th November 2025
Shortlisting Date:	TBC
Interview Date:	TBC

Completed application forms should be emailed to recruitment@talloaksacademy.co.uk (please note: CVs will not be accepted as additional information or a replacement for any part of the application provided and only Tall Oaks Academy Trust application forms will be accepted).

Receipt of applications and unsuccessful applications will only be confirmed by email.

References will be requested prior to interview and an Enhanced DBS check and Right to Work in the UK evidence will be required for successful applicants.