

Cover Supervisor
Biddick Academy

Applicant information pack

Cover Supervisor

As soon as possible

37 hours per week, Term time only
Permanent
Salary Grade 3, SCP7 – SCP11
£26,403 - £28,142 (FTE) per annum
£22,802 - £24,304 actual

Biddick Academy is a part of North East Learning Trust and is seeking to appoint a high calibre Cover Supervisor to join our dedicated team. We aim to provide opportunities to enable all students to learn and make lifelong friendships in a caring, supportive environment. In becoming successful learners, we want all our students to develop a love of learning, to recognise that learning is a lifelong activity and that the skills they acquire and develop are transferrable.

Our vision, along with all schools in the Trust, is that every child experiences excellence every day.

We are committed to:

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued
- A supportive and effective governing body.

We can offer:

- National Terms and Conditions of Employment (NJC Green Book)
- Local Government Pension Scheme
- Up to 1 day paid leave for staff wellbeing
- Lifestyle Savings – range of discounts from top retail brands
- Discounted gym membership
- 24/7 Employee Assistance Programme and wellbeing portal

The successful candidate will have:

- Experience of coaching and/or delivering sporting/extracurricular activities to pupils of all ages and abilities
- Relevant experience of working in a school or college environment.
- Have excellent IT skills.
- Be proactive and self-motivated.
- Have a flexible approach to work.

Deadline: Monday 1st December, noon
Interviews taking place w/c 8th December 2025

How to apply:
Application packs can be downloaded from our website.

Application forms should be returned to claire.humble@biddickacademy.co.uk or by post to Claire Humble, Support Services Manager, Biddick Academy, Biddick Lane, Washington, NE38 8AL. You can, if you wish, submit a covering letter to support your application; please do not submit a CV unless it is to complement your application form.

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. All posts will be subject to receipt of satisfactory enhanced DBS disclosure, medical and reference checks. All pre-employment checks are in line with "Keeping Children Safe in Education" and the Trust's Safeguarding Policy which is available on our website.

Job description

Post title: Cover Supervisor
Responsible to: Deputy Headteacher
Responsible for: Supervision of students
Salary Band: Grade 3, SCP 7 – SCP 11

Job Purpose:

- To be responsible for the efficient and effective supervision of students across different age groups and ability levels within the Academy in a variety of settings as requested by teachers.
- To work under the guidance of teaching/senior staff and within an agreed system, to supervise whole classes during absences of the class teacher
- You will develop positive working relationships with students, teaching staff, other professionals and parents/carers, as well as promoting positive pupil behaviour and conduct at all times and working within the Academy's policies, procedures and ethos.

Duties and responsibilities:

- To supervise students in the teacher's absence and communicate the work set by the class teacher to the students.
- To work alongside the students keeping them on task, discussing work with them offering any support and advice.
- To manage student's behaviour whilst supervising, feedback any information from the lesson to the teacher regarding behaviour and any other important issues.
- To support the work of the SENCo and students with special educational needs as directed by the SENCo.
- To accompany staff on educational visits.
- To provide classroom support activities.
- To supervise homework after school club as required.
- To support/supervise lunchtime clubs as required.
- To act as an exam invigilator as and when required.
- To undertake school detention as and when required.
- To supervise students during beak and lunchtimes as and when required.
- To act as a first aider if needed.

General

- You will attend any training courses relevant to the post, ensuring continual personal and professional development.
- You will present yourself as a role model to pupils in speech, dress, behaviour and attitude. You will be expected to maintain complete confidentiality of all information, data and material to which you have access to.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

Safeguarding:

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

Person specification

	Essential	Desirable
Qualifications	• Relevant experience of working within an educational environment • Excellent literacy and numeracy skills	• 5 GCSE Grade A* to C including English and mathematics (or grade 4) • Knowledge of the current developments in schools, including relevant government policy
Skill, knowledge, experience	• Experience of working with young people • Ability to establish good working relationships • Good communication skills, both oral and written • Ability to relate well to people of varying backgrounds in different situations and to promote their educational progress Ability to undertake group work and one to one work with young people. Knowledge of current issues and practices relating to work with young people • Computer literate with a working knowledge of ICT • Ability to use own initiative	• Experience of working in a secondary school environment • Knowledge of behaviour management Knowledge of Health & Safety regulations • Awareness of Health and Safety standards, regulations and
Personal Qualities	• Demonstrate integrity • Self-motivated • Flexible and adaptable approach to the working environment • Excellent interpersonal skills • A commitment to safeguarding and equality.	

References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS:

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Pre-occupational health:

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.