



Northern
Lights

LEARNING TRUST

Cover Supervisor



Northern Lights



We are a Multi-Academy Trust currently comprising 12 schools – primary and secondary – and over 4,600 children and young people in an area stretching from Teesside through to Wearside.



We are a Teaching School Hub, one of 87 DfE centres of excellence for teacher training and development, focused on some of the best schools and multi-academy trusts in the country.



We have two (out of 36 nationally) Early Years Stronger Practice Hubs, set up by the DfE to provide advice, share good practice and offer evidence-based professional development for early years practitioners.



We provide Initial Teacher Training, a school-based learning opportunity where you will train in a highly personal, supportive and creative environment, with purpose and challenge at the heart of it all.

OUR SCHOOLS



Benedict Biscop CE Academy
Sunderland



Dame Dorothy Primary School
Sunderland



Firthmoor Primary School
Darlington



Grange Primary School
Hartlepool



Hart Primary School
Hartlepool



Holley Park Academy
Washington, Sunderland



Ian Ramsey CE Academy
Stockton-on-Tees



St. Aidan's CE Academy
Darlington



St. Helen's Primary School
Hartlepool



St. Peter's Elwick CE Primary School,
Hartlepool



Tilery Primary School
Stockton-on-Tees



Venerable Bede CE Academy
Sunderland

Every Northern Lights school has its own values and its own vision and that's really important to us because all of our schools are there to serve our community but equally, our Trust is there to serve each other.

We do that with humility and with an openness because at Northern Lights it's not all about the academic – that is really important to us – but we know, as a Trust, we are successful if we have ensured that in an holistic way our children and young people have had every opportunity to experience, to flourish, to thrive, to understand the wonder and the joy of the world around them.

– Jo Heaton OBE, Chief Executive, Northern Lights Learning Trust

Welcome from the CEO

Thank you for your interest in the position of Cover Supervisor within Northern Lights Learning Trust.



We are a growing Multi-Academy Trust that is currently made up of 3 secondaries and 9 primaries across Wearside and Teesside, with our central offices based in Seaham. We educate over 4600 pupils and employ over 700 members of staff and serve a diverse range of schools and communities. Each of our schools have their own individual ethos, values and vision, which sit together as part of our Northern Lights vision of 'Shining Together and Stronger Together'. As a CofE MAT, our schools are a mixture of Church and non-Church schools that range in size and levels of disadvantage. We see this diversity as a real strength to learn from and work with each other.

As a Multi-Academy Trust we are at the heart of the current educational landscape, as a designated DfE Centre of Excellence as a Teaching School Hub and DfE Early Years Hub, responsible for teacher development across all ages and phases of education, working with over 300 schools. We are collaborative in our approach and value professional development highly in all we do.

We are looking for someone whose values align with us as a Trust and has the drive and ambition to work collaboratively to provide the best opportunities and outcomes for our young people.

We look forward to receiving your application.

Yours faithfully

Jo Heaton OBE
Chief Executive Officer

Welcome from the Head of School

Thank you for your interest in the post of Cover Supervisor at St Aidan's CE Academy, where it is my privilege to serve as the Head of School. We are an 11-16 secondary school serving our local community in Darlington.



St Aidan's is part of a wider family of schools called Northern Lights Learning Trust. Our Trust has 3 secondary academies and 9 primary academies which are located across the North East of England. As a Trust, we believe that we 'Shine Stronger Together' and to achieve this, secondary academies are now aligning some of their systems and processes to share the very best practice to support our students.

At St Aidan's, our school vision is 'Life in all its fullness', John 10:10. We endeavour to give the students the best possible educational experience both in and outside the classroom. Our dedicated staff go above and beyond for the students, and due to the size of the school, there is a real family feel to the academy with a focus on that sense of belonging.

Recently, we have reset our core values. Through student and staff voice, we selected our new core values which are Integrity, Perseverance, Patience and Courage and these now permeate everyday life at the academy.

We want all our students to reach their full potential. With guidance and support from their families and our staff, we hope each one will be able to develop their individual talents and fulfil their lifelong goals. We set high expectations of behaviour, conduct and, most importantly, learning and progress regardless of the students' background. We strive to remove any barriers so children experience success at school.

Thank you again for your interest in our academy. Visits to the academy are welcome by prior arrangement. Please contact Leanne Brownsword on 01325 373770.

Best wishes,

Laura Porter
Head of School

Cover Supervisor
Temporary position until 31/08/2027
Required ASAP
35 hours per week, TTO+5 days
Green Book Pay and Conditions

We are seeking a passionate, organised and student-centred professional to join our team as a Cover Supervisor. This is an exciting opportunity for a committed colleague who is eager to play a key role in maintaining high standards of learning, behaviour and student engagement by covering classes and supporting the smooth day-to-day running of the school.

The successful candidate will take a proactive and positive approach to supporting high standards of learning, behaviour and student engagement across the school. They will confidently supervise classes during teacher absences, deliver pre-prepared lesson materials and create a safe, inclusive and purposeful learning environment where all students can thrive. Working closely with teaching staff, pastoral teams and families, they will promote positive behaviour, uphold safeguarding procedures and contribute to the wellbeing and success of all students.

Joining St Aidan's means becoming part of a forward-thinking team that values professional development, collaboration, and creativity. If you are passionate about education and enjoy working with young people, we would love to hear from you.

The successful candidate should:

- Demonstrate high expectations of yourself and others.
- Enjoy working collaboratively, being innovative and creative
- Have the skills and knowledge to ensure the school is a safe environment
- Possess excellent organisational skills
- Have an excellent understanding when dealing with children and adults
- Keep calm under pressure whilst maintaining confidentiality
- Have an enthusiasm which would allow you to be supportive of the Trust and school's ethos.

If so, we would really welcome your application.

In return you will receive:

- A supportive working environment that puts people at the heart of the organisation
- The opportunity to work as part of a growing Trust and shape this role
- Continuous professional development
- A range of Trust initiatives that improve wellbeing. Current initiatives include an annual wellbeing day
- National Terms and Conditions of Employment
- Teachers' Pension Scheme/ Local Government Pension Scheme

Employee welfare package through Education Mutual including:

- 24-hour GP access
- Nurse support service
- Mental health services, including stress management, mental health first aid training and bereavement support
- Free Flu vaccinations
- Counselling Services
- Physiotherapy
- Financial wellbeing coaching
- Maternity and Paternity support
- Menopause support
- Access to useful wellbeing resources

Employee benefits package through Vivup including:

- Cycle to work scheme
- Lifestyle savings including discounts on shops, food and drink and days out

CLOSING DATE:

Applications must be received by: Friday 13th November 2026.

Short Listing will take place on: Friday 13th November 2026.

Interviews will take place on: W/C Monday 16th November 2026.

HOW TO APPLY:

Applications should be submitted via email to sa-recruitment@nllt.co.uk

Applications will only be considered on receipt of an application form, CV's and other forms of application will NOT be accepted. For further information, or if you would like to arrange a visit to the school, please contact Leanne Brownsword on 01325 373770.

Details of the school can be found on the school website:
www.staidansacademy.co.uk

Northern Lights Learning Trust Cover Supervisor Job Description

Post: Cover Supervisor

Responsible to: Deputy Headteacher

Salary Band: NJC SCP 14-17

Working Pattern: 35hrs TTO + 5 days

Location: St Aidan's CofE Academy, Hundens Lane, Darlington, DL1 1LL

Pay and Conditions: NJC Pay & Conditions

Pension: Local Government Pension Scheme

Key purpose of the role:

To provide short term cover for absent teaching staff, allocating pre-prepared work, supporting and motivating students, keeping students on task and managing the behaviour of students in and out of lessons by following the school behaviour policy.

Key responsibilities:

- Supervise pre-prepared classroom activities in the absence of the teacher to enable continuity of learning
- Communicate work to students, as set by the teacher, responding to any queries about the work set
- Provide support and motivation to students, and manage classroom organisation during the cover lesson
- Use ICT effectively and appropriately to support learning activities
- Establish rapport and respectful, trusting relationships and communicate effectively with pupils
- To monitor and evaluate students' responses to learning activities through classroom management, recording achievements via the school reward system and providing feedback/reports as required
- Collect any completed work at the end of the lesson and return it to the appropriate person, ensuring that the classroom is ready to be used for the next teacher/class
- Manage the behaviour of students and deal promptly with behaviour incidents through the implementation of the school behaviour policy, together with encouraging students to take responsibility for their own behaviour
- Report back as appropriate using agreed referral procedure on the behaviour of the class and provide feedback to teachers and other professionals as required
- Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality
- Participate in staff meetings
- Participate in the school's procedures for appraisal, training and other learning activities
- Undertake administration and any other duties that might be reasonably

required commensurate with the grade of the post

- Assist with the display of student work, in classrooms and around the school in general.
- Supervise pupils and provide access arrangements for pupils sitting internal and external examinations ensuring that examinations comply with
- Examination Board Regulations
- Assist pupils with personal hygiene, first aid and welfare, including physical and medical needs, whilst encouraging independence (Upon agreement with postholder)
- Take part in the duty rota as directed by Senior Staff, in particular before school, break time and after school
- When not required to supervise a class as above, to support in identified subject faculties or wider school services such as behaviour management, on call and corridor supervision.

Health and safety

It is the responsibility of individual employees at y 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 cooperating 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.

Please note, that this is not a comprehensive list of all tasks that the postholder will carry out in their role. The post-holder may be required to do other duties appropriate to the level of the role as required by the Headteacher. This job description may be amended at any time in consultation with the post-holder.

PERSON SPECIFICATION

Cover Supervisor

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
APPLICATION FORM	1. Well-presented and complete application form		Application
QUALIFICATIONS	1. Educated to GCSE Standard at Grade A – C (or 9 – 4) for a minimum of 5 GCSE's including Mathematics and English or NVQ equivalent 2. Willingness to undertake any further training relevant to the role.	3. Further professional qualifications 4. Evidence of related training 5. First Aid qualification 6. NVQ Level 3 Teaching Assistant qualification or equivalent qualification or experience	Application

EXPERIENCE

1. Experience of working with children/young people
2. Full working knowledge of relevant policies/codes of practice
3. Committed to safeguarding and promoting the welfare of children and young people
4. Experience of working to support children's learning gained in a relevant environment
5. Collaborative working within a team
6. Efficient administration and good organization

7. Evidence of Safeguarding / Child protection and GDPR

Application
Interview
References

KNOWLEDGE AND UNDERSTANDING

1. Build effective relationships with young people, providing support for their learning and setting clear boundaries for them
2. Build effective relationships with teachers and other school staff
3. Understanding of areas of learning, e.g. literacy, numeracy, science, SEN
4. Understanding of principles of child development and learning processes
5. Participate in discussions in an informed and sensitive manner
6. Use of learning technologies
7. Knowledge of a

8. Use of Arbor
9. Use of CPOMS

Application
References
Interview

	range of classroom behaviour Strategies		
SKILLS	1. High standard of interpersonal and oral/written communication skills 2. Effective use of ICT to promote, support and enhance teaching and learning 3. Well-developed interpersonal skills to be able to relate well to a wide range of people. 4. Good communication skills	5. Good ICT skills for learning and admin requirements	
PERSONAL QUALITIES	1. Excellent attendance and punctuality 2. An enthusiastic approach to working with students 3. Ability to work flexibly and respond to developing needs 4. Reliability and integrity 5. Positive and optimistic 6. Humour and resilience		Application Interview References
OTHER	1. Satisfactory references (which will be requested for all candidates progressed to interview under safer recruitment practices) 2. Enhanced DBS with barred list check		References DBS certificate

St Aidan's CE Academy, part of the Northern Lights Learning Trust, is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

References:

References will be requested prior to interview, unless there are exceptional circumstances, and the applicant does not give consent to do so on the application form. Please contact us to discuss further if you do not consent.

DBS:

Northern Lights 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.

Safeguarding:

Northern Lights Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. To fulfil this responsibility effectively, all professionals should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

Pre-employment occupational health:

Pre-employment occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required. In some circumstances, an appointment with Occupational Health may be required to assess fitness for the role.

Equal opportunities:

Northern Lights Learning Trust 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.

Artificial Intelligence and Recruitment at Northern Lights Learning Trust

Northern Lights Learning Trust is committed to embracing innovation while maintaining fairness and integrity in our recruitment processes. We recognise that candidates may choose to use AI tools to support the preparation of their applications. While this is acceptable, we expect all submissions to reflect the applicant's own experiences, values, and suitability for the role and it is essential that AI is used appropriately.

AI must not be used to:

- provide misleading or false information at any stage of the application journey
- inflate or invent qualifications, skills or experience
- complete assessments as part of the recruitment process
- create generic responses and copy them into your application

If you have any questions about the use of AI in your recruitment process with us, please email: recruitment@nllt.co.uk