



MESSAGE FROM THE CEO / HEADTEACHER

Welcome to the Achieve and Learn Trust

“Ensuring the best outcomes for children and young people”

Our Vision

At the heart of the Trust’s vision is a belief that students deserve the best educational experience with aspirational curriculum provision and enrichment opportunities. We strive for personal and academic achievement within a safe, inclusive and enriched learning environment: opening minds, opening doors to learning opportunities and opening up pathways to successful futures.

Our Aims

Our aim is to ensure that all schools within the Trust aspire to meet Ofsted ‘Outstanding’ criteria and, with our support, robustly meet ‘Good’ Ofsted criteria.

Our Future

We have an appetite for continuous improvement and development, with an overall ambition of expanding the Trust to develop a local partnership of schools, covering both primary and secondary phases. This will enable us to foster true partnership and collaborative work that both supports and challenges member schools.



Welcome to the Altrincham College

I am very proud as Headteacher to welcome you to Altrincham College.

Altrincham College is an over-subscribed 11-18 Academy set in the pleasant South Manchester suburbs of Hale/Timperley, on the Manchester/Trafford border. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. *Our vision is to nurture well-rounded citizens of the future who are knowledgeable, happy and resilient so that they make a valuable contribution to the world in which they live and are empowered to make informed and positive life choices.*

Altrincham College places a high value on professional development; CPD opportunities will be available to the successful applicant.

This post offers the opportunity to join a great place to work where you will be supported by a hugely talented staff team across the Trust.

This is an exciting opportunity for an outstanding, creative teacher with the drive, passion and commitment to join our hugely talented team of staff, working together to encourage and support every child in reaching their full potential.



Ms Kim Earle

CEO of the
Achieve and Learn Trust

Headteacher of
Altrincham College

ROLE OVERVIEW

CONTRACT TERM:

Permanent / Full Time / Term Time plus 1 week

HOURS:

30 hours per week, 8.30am – 3.30pm

PAY SCALE:

NJC Band 4 12 - 17
(Actual Salary £19,725 - £21,397)

LOCATION:

Altrincham College, Green Lane,
Timperley, Altrincham, WA15 8QW

START DATE:

September 2025

If you would like to apply to be part of our school at this exciting time, please visit the 'Job Vacancies' page on our school website - [Altrincham College](#) where you will find an application form and more information about our school.

Please send your completed application form to recruitment@altrinchamcollege.com

CLOSING DATE:

Thursday 3 July 2025 at 12:00

INTERVIEW DATE:

w/c Monday 7 July 2025

Cover Supervisor

We have an exciting opportunity for you to join our great team at Altrincham College as a Cover Supervisor.

The role of a Cover Supervisor demands flexibility and initiative. Your focus will be on supporting progress by providing classroom supervision for students whose regular teacher is absent. You will be expected to deliver pre-planned learning activities and establish productive working relationships with students.

Main purpose of the job:

In the absence of the teacher, to supervise whole classes of students delivering work that is pre-planned and set by the teacher. Maintaining good order and safety and keeping students on task with learning.

In return, we provide a happy place to work and learn. Our staff pride themselves on respectful relationships with students and each other and are committed to the best welfare and interests of all. We have a strong supportive ethos, working hard so that every student can become the best version of themselves.

JOB DESCRIPTION

JOB TITLE: COVER SUPERVISOR

JOB PURPOSE: In the absence of the teacher, to supervise whole classes of students delivering work that is pre-planned and set by the teacher. Maintaining good order and safety and keeping students on task with learning.

ACCOUNTABLE TO: Senior Leader with oversight for Cover

SCALE: Band 4 points 12-17

Duties and Responsibilities:

The Achieve and Learn Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Duties and Responsibilities:

- To be responsible for taking an accurate register for each assigned class
- To supervise students who are undertaking work set, in accordance with school policy, so that teaching and learning continues in the absence of the assigned teacher.
- To manage the behaviour of students whilst they are undertaking their work to ensure a constructive learning environment.
- To respond to any questions from students about process and procedures so that they can continue with their set work.
- To deal with any immediate problems or emergencies in accordance with whole school policies to ensure that student/employee safety is assured.
- To collect any completed work after lessons to ensure it is returned to the relevant member of staff/Head of Department.
- To log updates, using the school's agreed referral procedures, on the behaviour of students during the lesson and any issues arising, so that the relevant member of staff is fully aware of the situation.
- To be available for break duty, lunch duty and registration cover where needed.

Where there are situations with all staff present and there are no lessons to supervise, the Cover Supervisor will be expected to:

- Assist in the invigilation of examinations.
- Provide additional support for individual students and classes working with a qualified teacher.
- Assist in general administrative and clerical duties.

General Requirements

All staff are expected to:

- Work towards and support the academy vision and current objectives outlined in the Academy Improvement Plan.

- Contribute to the school's programme of extra-curricular activities e.g. helping at Open Evening.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the Trust's School's Equality Objectives to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents/carers and colleagues.
- Adhere to policies and circulars.
- To undertake any other duties commensurate with the grading of the post as directed by the Headteacher.

Review:

This job description is not necessarily a comprehensive definition. It will be reviewed as and when deemed appropriate in line with the needs of South Manchester Learning Trust. It may be subject to change or modification at any time following consultation.

Name of Postholder: _____

Signed: _____ **Date:** _____

Name of Line Manager: _____

Signed: _____ **Date:** _____

**PERSON SPECIFICATION
COVER SUPERVISOR**

	METHOD OF ASSESSMENT	ESSENTIAL / DESIRABLE
1. Qualifications/Training etc.		
Relevant professional qualification	A/C	Essential
A-Levels, HLTA, Degree or equivalent, Teaching qualification	A/C	Desirable
2. Experience		
Successful working relationships with young people	A/I	Essential
An understanding of what constitutes good professional relationships for sound classroom management.	A/I	Essential
3. Knowledge		
Understanding and respect for confidentiality in relation to all issues connected with the role	A/I	Essential
Good all-round level of general knowledge	A/I	Essential
Understanding of the role of the form tutor	A/I	Desirable
Awareness of issues surrounding teenage lifestyles	A/I	Desirable
4. Skills & Abilities		
Ability to enthuse young people to produce work to a high standard	A/I	Essential
	A/I	Essential
Good people management skills	A/I	Essential
Ability to work hard under pressure		
Appreciation of the pastoral and wellbeing responsibilities of schools	A/I	Essential
	A/I	Essential
Strong and clear oral and written communication skills		
Experience of managing class sized groups of students	A/I	Desirable
Good classroom management skills	A/I	Desirable
Evidence of on-going professional development	A/I	Desirable
5. Desirable Requirements		

Smart, professional appearance.	A/I	Essential
Enthusiasm, energy and vision; resilience and 'can do' approach.	A/I	Essential
Positive and proactive approach to continuous improvement	A/I	Essential

*** Method of Assessment**

A = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview, **P** = Presentation.

ADDITIONAL INFORMATION

BENEFITS

- ❖ An engaging, creative and welcoming environment.
- ❖ Holiday entitlement of 26 days, plus Bank Holidays, increasing to 31 days after five years of service.
- ❖ Membership of Greater Manchester Pension Scheme, with excellent employer contributions.
- ❖ Free on-site parking.
- ❖ On-site canteen facilities.
- ❖ Staff room with free refreshments.
- ❖ Employee Assistance Programme.
- ❖ Occupational Health and Counselling services available.
- ❖ Supported by a talented, highly motivated, committed and professional team of colleagues.
- ❖ Active and supportive Governing Bodies and Senior Leadership Teams.
- ❖ CPD opportunities for all staff.
- ❖ A great place to work.

CONTRACTUAL MATTERS

- ❖ The successful candidate will be expected to take up the appointment September 2025.
- ❖ The position will be based at Altrincham College.
- ❖ The post is based on 30 hours per week.
- ❖ The post is a salaried position and overtime is not paid unless due to exceptional circumstances.
- ❖ All our schools operate a no-smoking policy on the whole of its sites.

APPOINTMENT TERMS

The Achieve and Learn Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

We fully support staff professional development and expect staff to be proactive in this area.

To be considered for this position, your application form should be completed in full by 12:00 midday on **Thursday 3 July 2025**. Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications we receive for our positions, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

If your application is successful, employment with the Trust is conditional upon the completion a DBS Disclosure Application, receipt of two satisfactory employment references and a satisfactory pre-placement medical assessment. Any criminal record information that is disclosed to the Trust will be handled in the strictest confidence. Persons barred from working with children will not be considered for this post.

The Achieve and Learn Trust is committed to Equity and Equality of Opportunity and welcomes applications from all sections of the community.

Thank you for your interest in a position within the Achieve and Learn Trust. We believe that applying for a new role should always be seen as a two-way process, you have to be right for us, but the school also has to be right for you. So, if you are interested and would like any more information about the role or our Trust, please email recruitment@altrinchamcollege.com.