

ALVASTON MOOR ACADEMY

CLOSING DATE: 20TH JUNE 2025

JOB DETAILS: PERMANENT, FULL TIME,
TERM TIME ONLY

SALARY: !!!!



COVER SUPERVISOR



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EMPOWERING THE FUTURE OF LEARNING!

WELCOME TO ALVASTON MOOR ACADEMY



We are a vibrant secondary school for students aged 11–16. The academy, which opened in 2021, has a rich heritage, evolving from Merrill College and Merrill Academy. The school is led by Principal Miss Gemma Tyers, who emphasizes the core values of Ambition, Manners, and Achievement. We are dedicated to nurturing well-rounded, confident individuals prepared to face life's challenges and seize every opportunity, making it a unique and inspiring place to learn and grow.

WHAT MAKES US UNIQUE?

Our **passion and dedication** to our students and community shines out through our Principal and Senior Leadership, and across all of our colleagues.

We serve one of the UK's most disadvantaged student populations, with 63% of students in the bottom fifth percentile of deprivation and 50% learning English as an additional language. Alvaston Moor is a special place for someone with the **resilience, grit and determination** to offer a safe and nurturing environment, helping students develop strong interpersonal skills and emotional intelligence.

A clear **behaviour system** has seen an 89% decrease in suspensions this Academic year. This has given students a fair opportunity to reset and recalibrate before being removed from lessons.

Parental and community engagement has been central to this transformation, **building trust** through **transparent communication** and initiatives such as school tours, increased school events and much more.

Our **pastoral care program** ensures that students have access to counselling services, mentorship, and peer support groups.

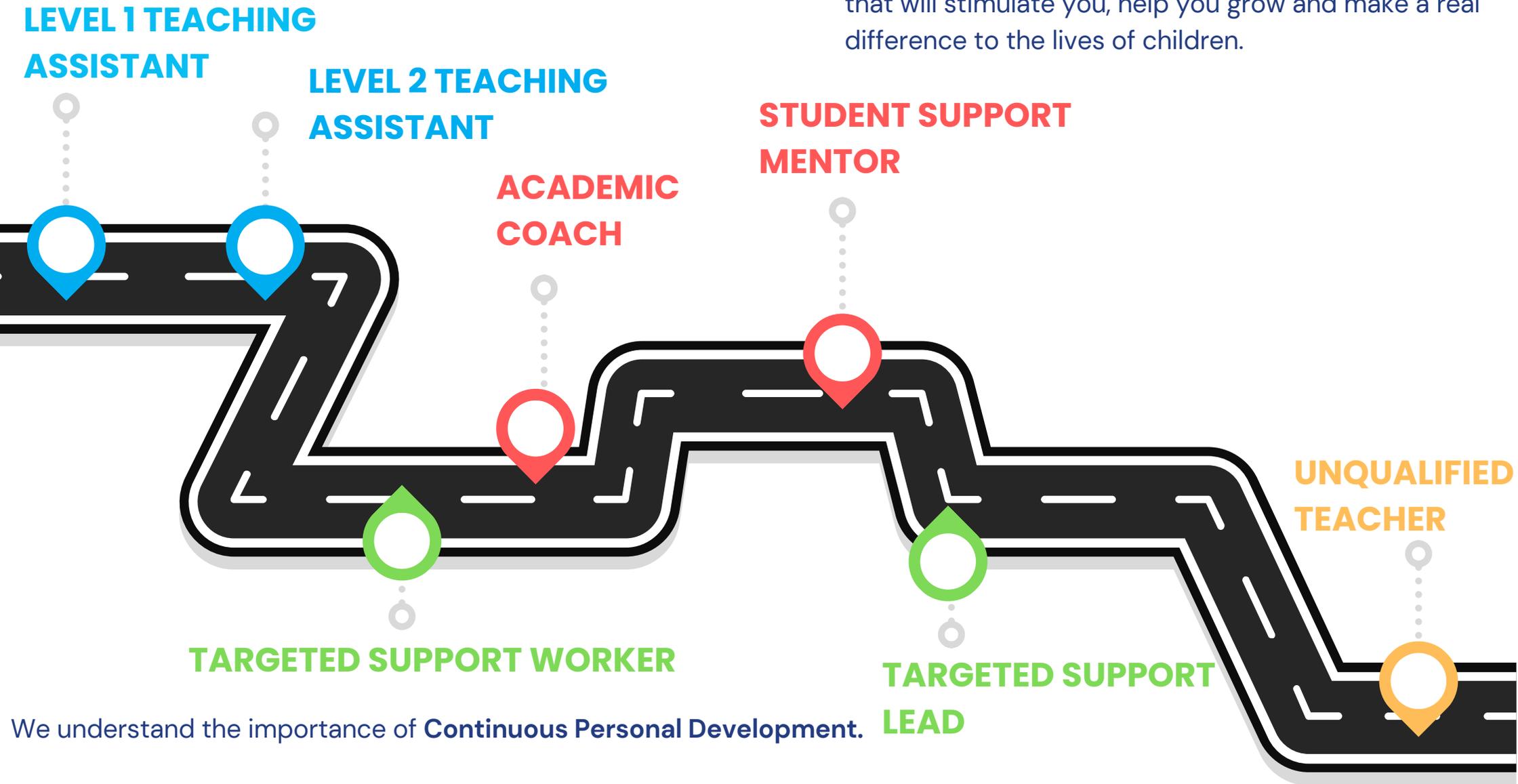
Our **Wellbeing Charter** includes initiatives like Fun Friday briefings, where staff and students come together to celebrate weekly achievements. The charter outlines various activities and support systems aimed at promoting mental and emotional health, ensuring that every member of the school feels valued and appreciated.

Regular events and recognitions help maintain a positive school culture and encourage a supportive environment for both students and staff.

CAREER PATHWAYS

Personal development is a cornerstone of our ethos.

Archway offer rich, vibrant and interesting careers, that will stimulate you, help you grow and make a real difference to the lives of children.



LEVEL 1 TEACHING ASSISTANT

LEVEL 2 TEACHING ASSISTANT

STUDENT SUPPORT MENTOR

ACADEMIC COACH

TARGETED SUPPORT WORKER

TARGETED SUPPORT LEAD

UNQUALIFIED TEACHER

We understand the importance of **Continuous Personal Development**.

We offer clear and structured **career pathways** to our teams, whether you are an aspiring leader or looking to deepen your expertise in a particular area, we support your ambitions with tailored professional development programs, apprenticeships, leadership training, and opportunities to take on new challenges and responsibilities.

ABOUT THE ROLE

COVER SUPERVISOR

Reporting to: Vice Principal

Start date: 20th June 2025

Salary: Grade 7?

Location: Alvaston Moor Academy,
Brackens Lane, Derby, DE24 0AN



Role Overview

Are you passionate about education and looking for a route into teaching? Do you want to make a difference in the lives of young people every day? We are seeking a reliable, motivated and enthusiastic Cover Supervisor to join our dedicated team.

This is an exciting opportunity for someone who is considering a career in teaching. Whether you are a recent graduate or someone with experience working with young people, this role will give you invaluable classroom experience and the opportunity to develop essential skills within a supportive school environment.

PERSONAL SPECIFICATION



- Relevant educational or vocational qualifications equivalent to level 2/3 or above, e.g. GCSE/O Level, NVQ3 or above or vocational qualification related to the post.
- Ability to work independently and unsupervised using own initiatives.
- Ability to act as a role model with a genuine interest in the best outcomes for children.
- Ability to solve unexpected problems but also identify when it is appropriate to seek assistance.
- Commitment to the safeguarding of children, and vulnerable people.
- Excellent communication skills.
- Excellent organisation skills with a willingness to respond positively to changing circumstances and manage conflicting circumstances.

It's a family here and everyone helps one another out.

If someone is struggling, there's always someone around and usually with chocolate.

SPECIFIC RESPONSIBILITIES

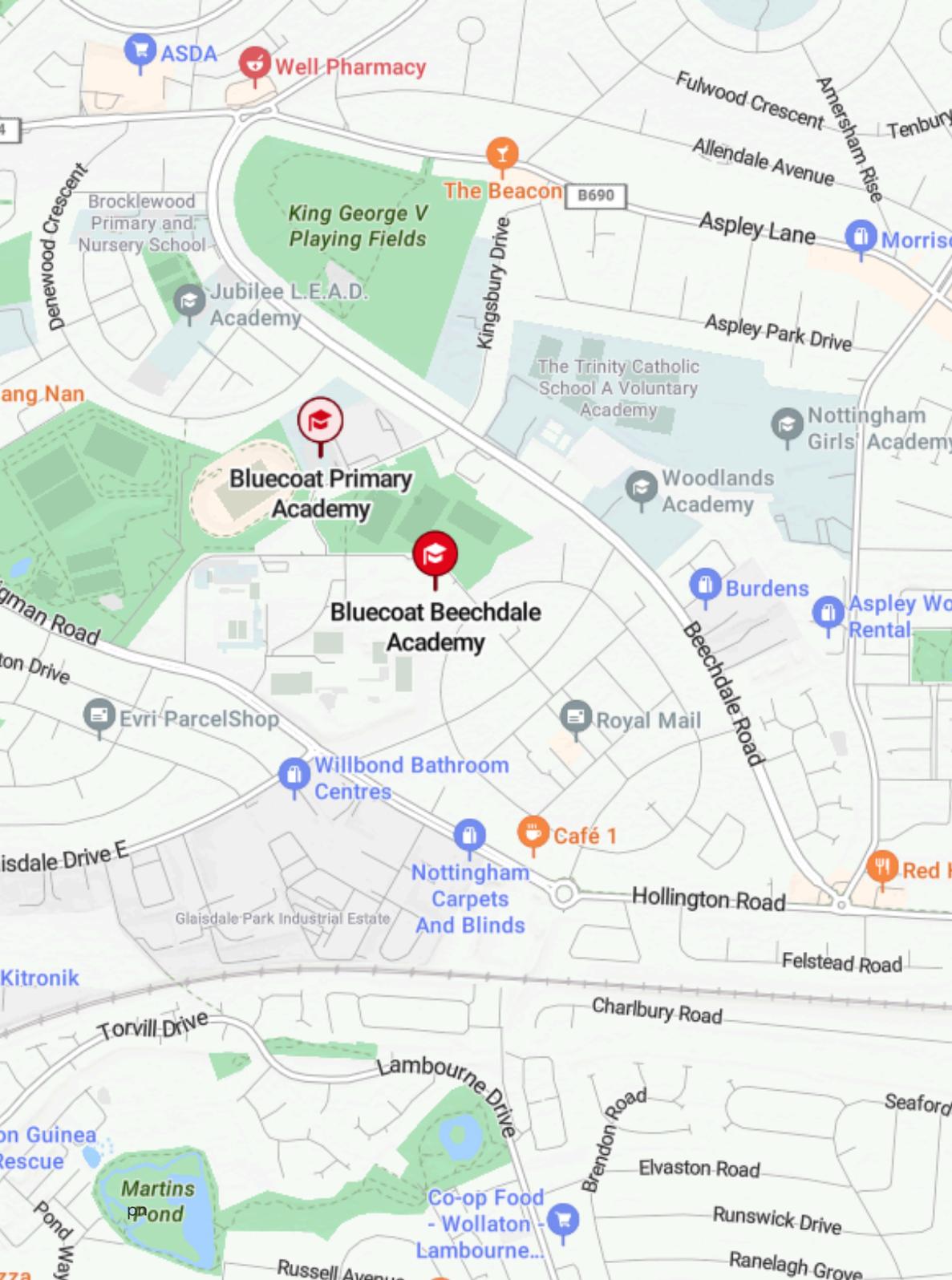
- Supervise the students working on a pre-set learning activity in the absence of a teacher.
- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Liaise with the designated class teacher to understand what the pre-prepared exercise for the class will be and what resources may be given to students to facilitate learning.
- Record and report attendance at lessons in accordance with academy procedures.
- Explain and respond to students about what is required and what pre-prepared task/exercise they will be expected to undertake.
- Answer any general questions the students have in relation to the work set and model expectations to students.
- Manage behaviour of students to ensure that a constructive learning environment is maintained by using a range of strategies to deal with classroom behaviour as a whole, and also individual behavioural needs. This will include meeting and communicating with parents as required.



SPECIFIC RESPONSIBILITIES

- Report back to the designated class teacher as appropriate.
- Work with teaching staff to establish an appropriate learning environment which is purposeful, orderly and productive.
- Assist the teaching staff in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials as required by teaching staff.
- Be responsible for keeping and updating records as agreed with teaching staff.
- Support the use of ICT in learning activities and develop students' competence and independence in its use.
- Determine the need for, prepare and maintain general and specialist equipment and resources.
- Administer and assess routine tests and invigilate exams.
- Provide general clerical/administrative support.





BLUECOAT BEECHDALE ACADEMY

Harvey Road
Bilborough
Nottingham
NG8 3BB

0115 900 7245

[Link to virtual tour](#)

HOW TO APPLY

For an informal chat about the role or to arrange a school visit, please contact:
hr@archwaytrust.co.uk

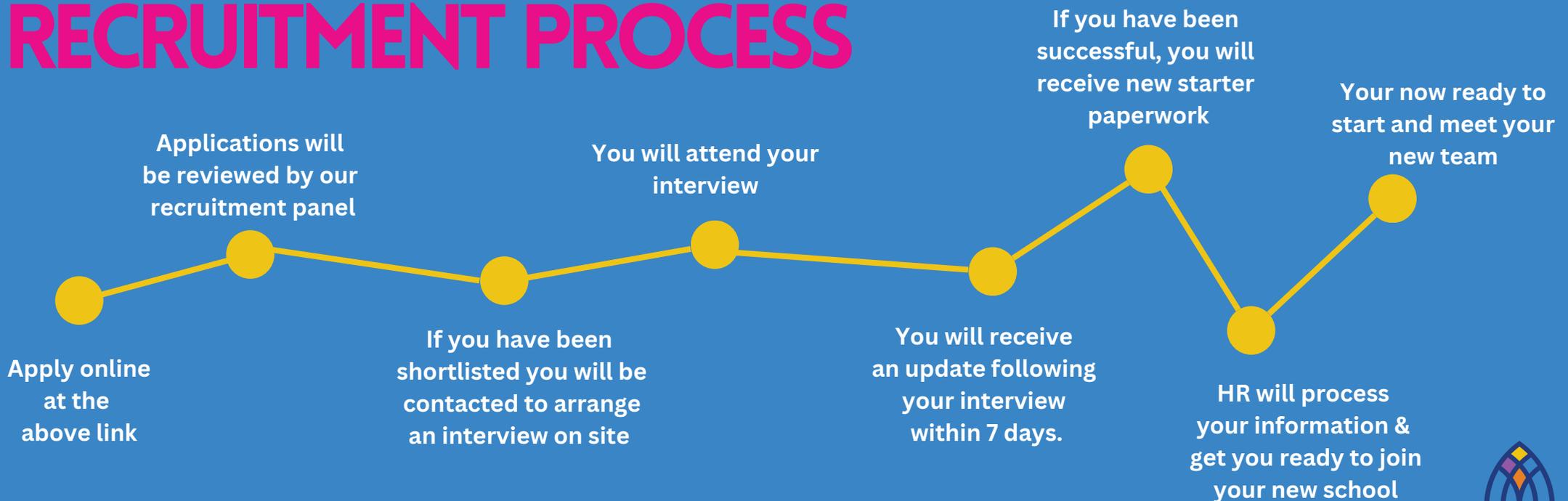
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Please read our 'Safer recruitment' statement on the following pages below.

2

Follow this [link](#) to complete an online application form: The deadline for application is 20th June 2025. Applications will be reviewed once the advert has been closed.

RECRUITMENT PROCESS



MESSAGE FROM THE CEO



Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

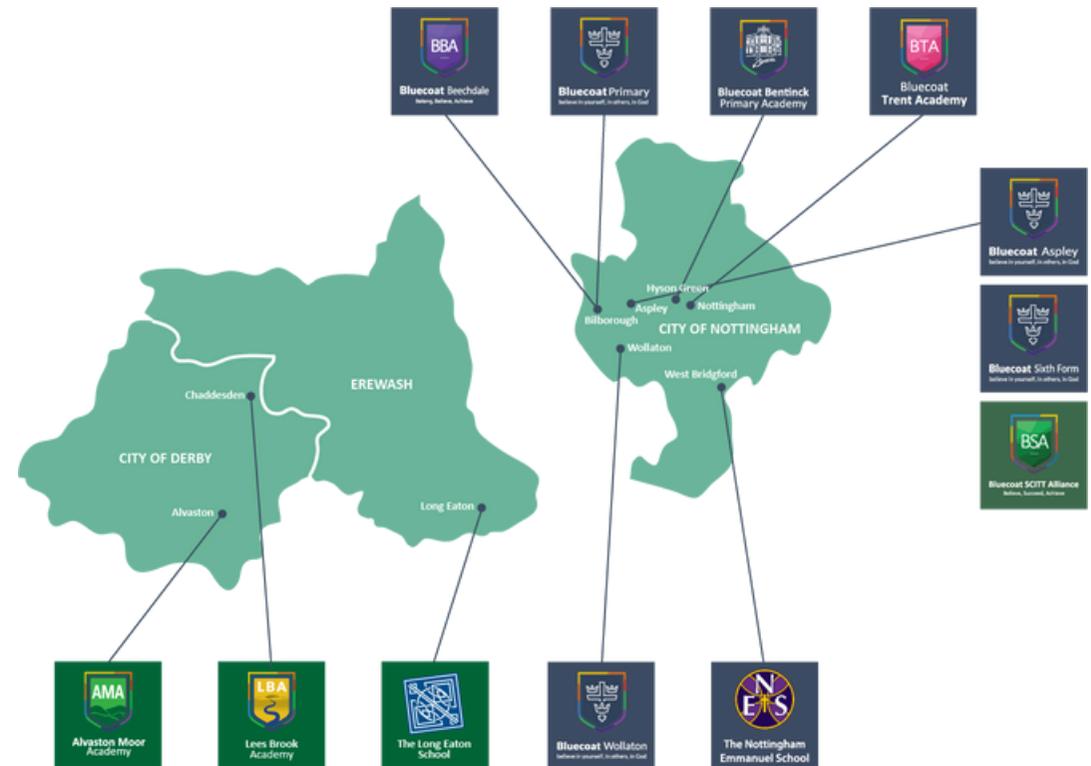
School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of academies.

We serve 11 Schools plus our SCITT facility, and are always looking for opportunities to expand our portfolio in the Nottingham and Derbyshire areas.

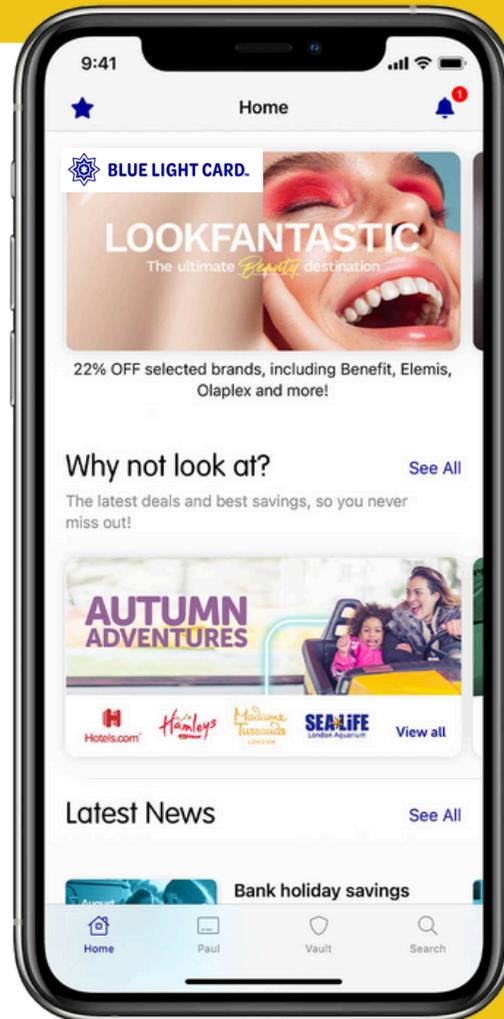
We believe in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies. We have a history of making schools better, serving disadvantaged communities and believe that we have a moral imperative to deliver for every child.



ARCHWAY BENEFITS



BLUE LIGHT CARD.



- From day one our employees are entitled to a range of Archway benefits to include shopping discounts and competitions:
- A free and confidential employee assistance programme offering counselling and advice
- Access to Teachers' Pensions
- Access to discounts across many retailers with the Blue Light Card
- Cycle to work scheme
- Comprehensive training and support
- Opportunities to develop new skills and progress your career
- Eye care voucher scheme
- Free flu vaccine
- Access to e-learning and development

SAFER RECRUITMENT

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people under the guidance of KCSIE (**Keeping Children Safe in Education**). In order to meet this responsibility all candidates will be subjected to a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below. Please do not hesitate to contact the school if further detail is required.

Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the **Rehabilitation of Offenders Act 1974** (Exceptions) Order 1975 (2013 and 2020). Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

Interview

Candidates will be subject to an in-depth, in-person interview and assessment, along with a telephone interview in some circumstances. At each stage of the process candidates will be asked to address any discrepancies, anomalies or gaps in their application form or arising from information gained at the previous stage of the recruitment process.

References

References from the previous and current employers will be taken up for shortlisted candidates, before interview, and where necessary employers may be contacted to gather further information or address any discrepancies, anomalies or gaps in the reference provided. Online searches Keeping Children Safe in Education (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability. Probation All new staff will be subject to a probation period (which may, in certain circumstances, be extended). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides Archway Learning Trust with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.

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Equal Opportunities

Archway Learning Trust are dedicated to providing equal opportunities and will monitor the recruitment process rigorously to ensure fair access and opportunity for all. We are committed to ensuring our workforce is reflective of our diverse student population and is therefore committed to increasing representation of staff of Black, Asian and Minority Ethnic backgrounds across all roles and at all levels.

If you require assistance in reading this information or in completing the application form, please contact hr@archwaytrust.co.uk