



Bluecoat Aspley Academy

Cover Supervisor

RECRUITMENT PACK

Closing date: 11th October 2026



WELCOME TO ARCHWAY



Thank you for expressing an interest in working for Archway Learning Trust. This booklet sets out to give you an idea of what it is like to be part of the Archway family as a leader, teacher, support staff, or a member of our central team. Each of our employees has a vital role to play across the organisation, because no matter the role, each colleague makes a direct difference to the experiences and outcomes of our young people.

Our commitment to staff is rooted in my understanding of what it's like to be a member of staff in a school environment. I may be a Chief Executive now, but I started my career as a teacher and so I really do understand what the pressures are like for staff. We hold that at the centre of the decisions we make in looking after our employees on a day-to-day basis.

Our ambition for our staff is very simple, it is that we want them to be the very best they can be because that's what the children in our schools need and deserve. That's about us supporting our colleagues to nurture their potential, inspire a sense of community and help them to deliver excellence.

We do this in a variety of ways, including supporting your career in education, promoting your wellbeing and offering a range of employee benefits to enable you to feel fulfilled in your role. Ultimately, it matters to us that everyone who works for Archway feels a sense of belonging and fulfilment in their role. We hope that you will be inspired to apply for this position and look forward to meeting you soon.

A handwritten signature in blue ink that reads "James Higham".

James Higham
Chief Executive Officer



ABOUT THE ACADEMY



Bluecoat Aspley Academy is more than just a school—it's a community where every student is seen, heard, and supported. Its inclusive practices, strong academic pathways, and values-based education create a space where young people can thrive both personally and academically.

Bluecoat Aspley Academy is deeply committed to supporting students with Special Educational Needs and Disabilities.

The academy fosters an inclusive ethos where every learner is valued and supported to achieve their full potential.

Tailored interventions, in-class support, and dedicated staff—led by the Deputy SENDCo—ensure that students receive the help they need in a respectful and empowering environment. The academy's SEND provision is aligned with best practices and the local authority's offer, ensuring consistency, transparency, and high standards.

At the heart of Bluecoat Aspley is a values-led approach grounded in Faith, Hope, Family, and Respect.

These principles shape every aspect of school life—from collective worship and interfaith dialogue to student leadership and charitable initiatives.

The academy celebrates diversity and encourages students to explore their beliefs while learning from others. This nurturing environment helps build confident, compassionate individuals who are ready to make a positive impact in the world.

The Bluecoat Sixth Form offers a dynamic and supportive environment for post-16 education.

With a wide range of academic and vocational courses, students are encouraged to pursue their passions while preparing for university, apprenticeships, or employment.

The sixth form is not just about academics—it also emphasises leadership, personal development, and community engagement. Students benefit from expert guidance, enrichment opportunities, and a strong sense of belonging, making it a launchpad for future success.



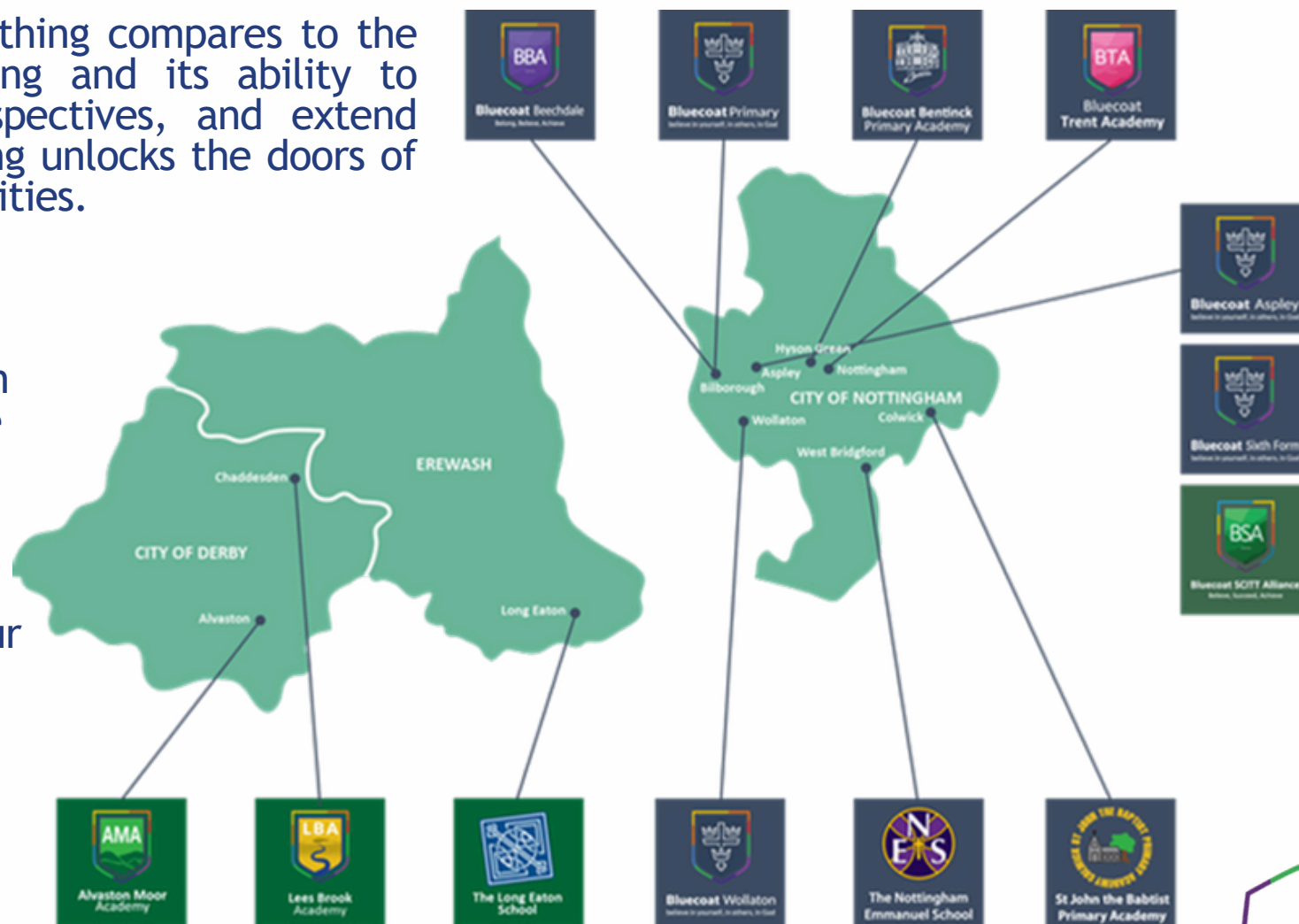
ABOUT ARCHWAY



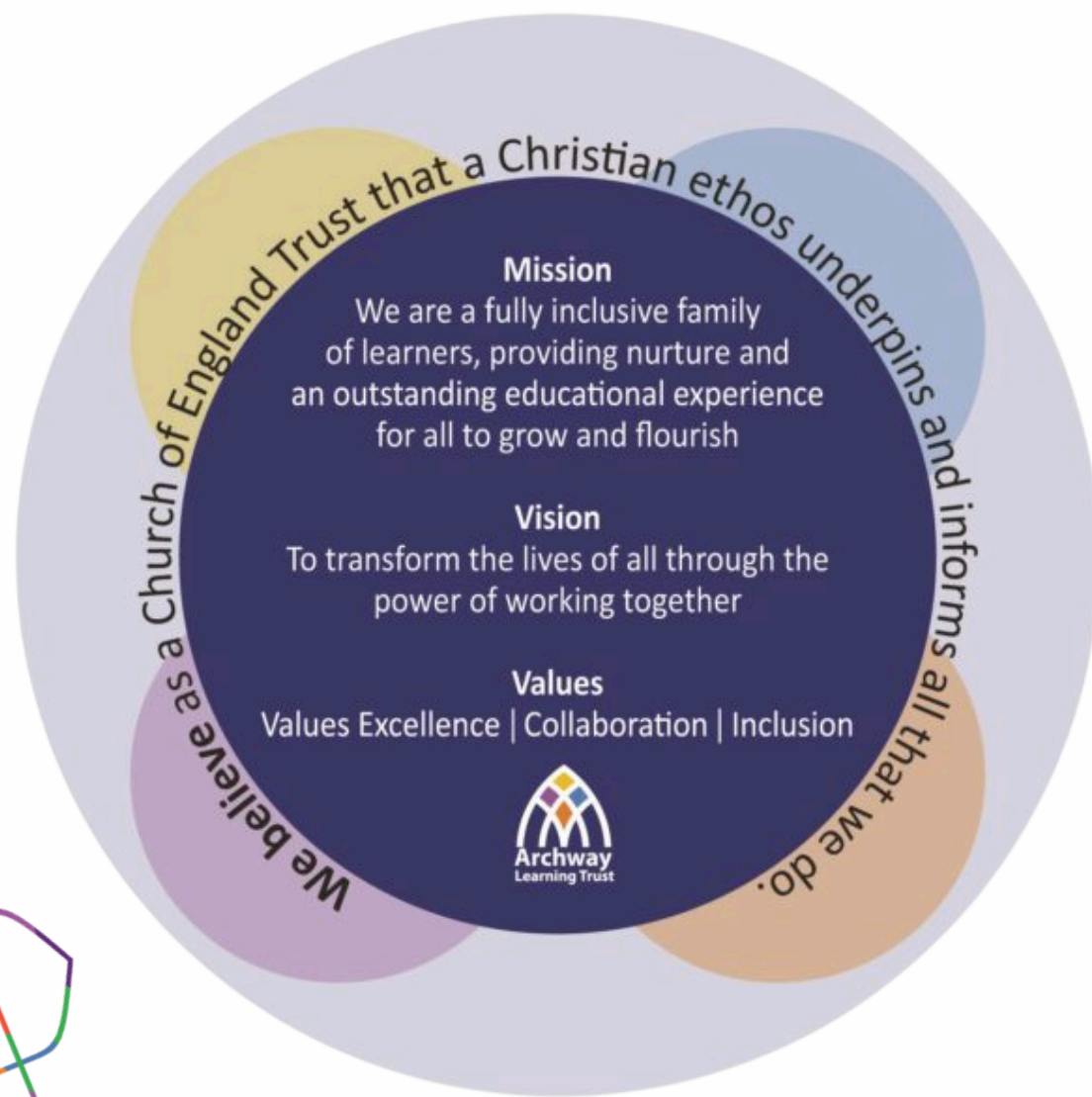
At Archway, we believe that nothing compares to the transformative power of learning and its ability to broaden horizons, deepen perspectives, and extend potential. The very best schooling unlocks the doors of the future and a world of possibilities.

Archway is a place where collaboration and transformation lie at the heart of everything we do.

We are a family of primary and secondary schools, along with our own SCITT, serving communities across Nottinghamshire and Derbyshire.



Across the Archway family of academies, we work closely together to provide the best start in life for every child. We serve a richly diverse range of communities, some of which are among the most deprived areas of Nottinghamshire and Derbyshire. In celebrating our differences, we find what unites us: a deep conviction to give every child the best daily deal, every day, and prepared for a world of possibilities.



This is made possible by the dedication and talent of our staff, who deliver excellence in every corner of our Trust. That is why we are committed to taking the very best care of them, as well as of the children and young people in our academies. When colleagues thrive, so too do our pupils and the communities we serve.

We are proud of our Christian ethos and inclusive culture where those of the Christian faith, a different faith, or none are all equally welcomed, nurtured, and cherished. That's why both faith designated and non-faith academies find a natural home in the Archway family.

ABOUT THE ROLE



As a Cover Supervisor, you will play a key role in maintaining continuity of learning by supervising classes during the short-term absence of teaching staff. You will deliver pre-set work, ensure students remain engaged and on task, and create a positive, productive learning environment where high standards of behaviour and achievement are upheld.

Working closely with teachers and wider school staff, you will support students' learning by explaining activities, answering general questions, monitoring progress, and providing feedback on lessons. You will establish positive relationships with students, acting as a role model and promoting the Academy's expectations for behaviour, attendance, and engagement.

The role also includes supporting teaching and learning through lesson preparation, maintaining resources and equipment, administering routine assessments and examinations, and providing general administrative support. You will contribute to the wider life of the school through attendance at meetings, collaboration with colleagues, and providing first aid assistance when required.

This is an excellent opportunity for a confident, organised, and adaptable individual who is passionate about supporting young people, enjoys working in a fast-paced educational environment, and is committed to helping students achieve their full potential.

JOB DESCRIPTION



Title: Cover Supervisor

Salary: Grade 7 - From £29,542 - £33,119 FTE

Actual Salary: From £25,410 - £28,485 per annum

Location: Bluecoat Aspley Academy, NG8 5GY

Contract: Permanent, Full Time, Term Time Only

Responsible to: Vice Principal

Core Purpose

To support students' learning by supervising classes during teacher absence, ensuring lessons run smoothly, maintaining high standards of behaviour, and contributing to the wider life of the Academy.

Key Responsibilities:

- Supervise lessons using pre-prepared work, ensuring students stay focused, engaged, and productive.
- Promote positive behaviour by building strong relationships with students and maintaining a safe, respectful learning environment.
- Support teaching and learning by preparing resources, assisting with classroom activities, and providing feedback to teaching staff.
- Support the wider Academy community through administrative tasks, exam invigilation, first aid provision, and attendance at meetings and school events.





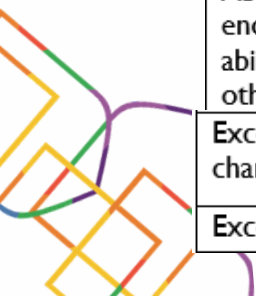
Cover Supervisor Responsibilities:

- 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.
- 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 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/tests.
- Provide general clerical/administrative support.
- Provide first aid assistance to staff, students and visitors as and when necessary.
- Provide flexibility to the working day to attend afterschool meetings, faculty meetings or year group meetings.

PERSON SPECIFICATION



PERSON SPECIFICATION – COVER SUPERVISOR		
EDUCATION & TRAINING	ESSENTIAL	DESIRABLE
Relevant educational or vocational qualifications equivalent to Level 2/3 or above e.g. GCSE/O Level, NVQ Level 3 or above or vocational qualification related to the post.	*	
Take responsibility for own professional development and be willing to partake in further in-service or external training and development.	*	
Willingness to share knowledge and best practice with colleagues	*	
Possess or be willing to train for the First Aid at Work certificate as approved by HSE.	*	
EXPERIENCE		
Previous experience of working with students	*	
Previous experience of working within an educational setting.	*	
A working knowledge of MS Office packages	*	
Willingness to identify and develop own IT Skills.	*	
PROFESSIONAL SKILLS		
Ability to work independently and unsupervised using own initiative.	*	
Ability to solve unexpected problems but also identify when it is appropriate to seek assistance.	*	
Understanding and willingness to work within relevant Trust policies	*	
Ability to work flexibly in a team situation whilst being able to prioritise, show initiative and work independently.	*	
Ability to act as role model and set high expectations for behaviour, encouraging students to take responsibility for their behaviour and an ability to encourage students to interact and work co-operatively with others.	*	
Excellent organisational skills with a willingness to respond positively to changing circumstances and manage conflicting circumstances.	*	
Excellent communication skills	*	

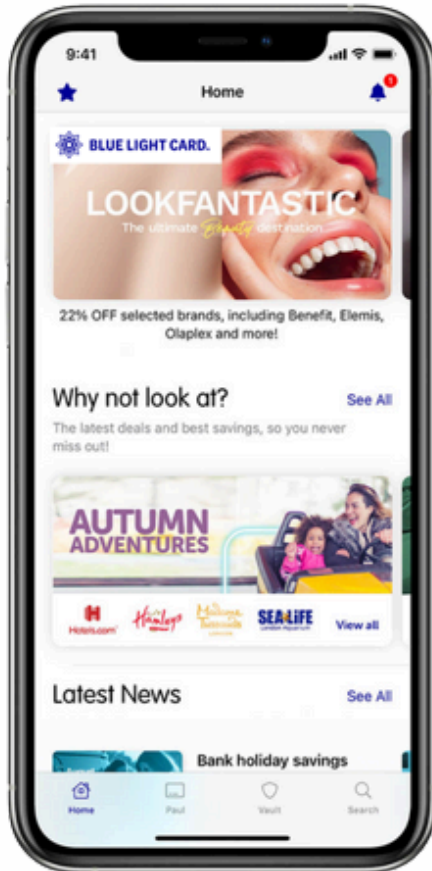




PERSONAL QUALITIES		
An enthusiasm for working with young people	*	
Have a warm, open and outgoing personality and relate well with a wide range of people, demonstrating an enthusiasm for working in an Academy and community context.	*	
Be able to promote an inclusive ethos and acceptance of all students in the classroom.	*	
A willingness to participate in extra curriculum activities.	*	
Commitment to Equal Opportunities	*	
Suitability to work with children – Enhanced DBS Check	*	



ARCHWAY BENEFITS



From day one, our employees are entitled to a range of Archway benefits:

- A free and confidential employee assistance programme offering counselling and advice
- Access to Teachers' / LGPS Pension
- Comprehensive and tailored training, conferences, and ongoing CPD
- Opportunities for further development and progression
- Working with workload conscious leaders and trustees
- Access to discounts across many retailers with the Blue Light Card
- Cycle to work scheme
- Eye care voucher scheme
- Free flu vaccine



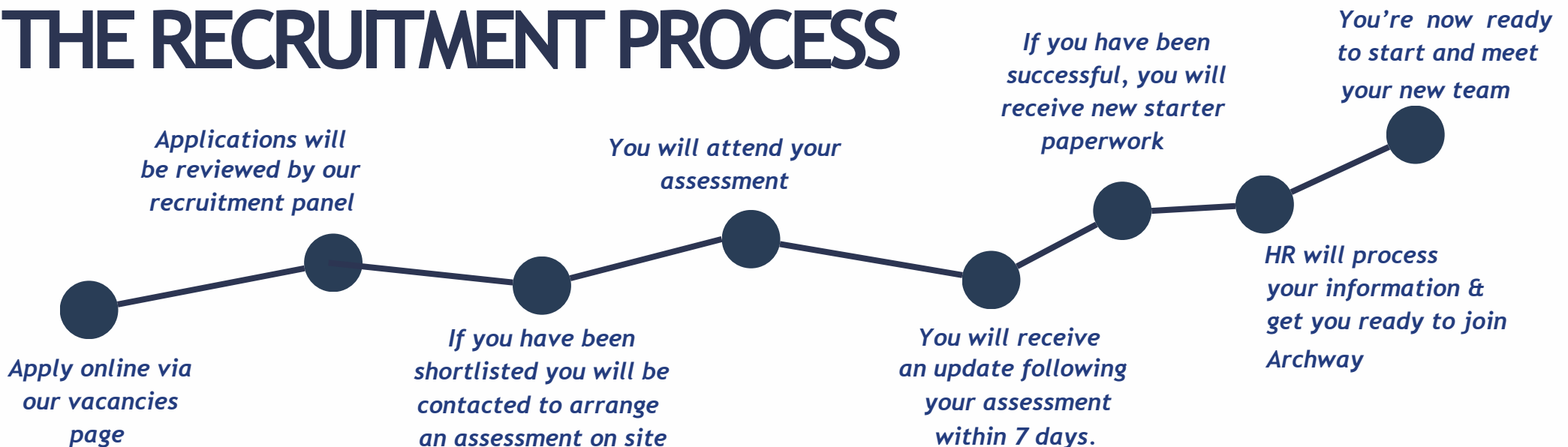
HOW TO APPLY

We know that making a job application is a big decision, and we want to help. For an informal, confidential chat about the role, or to arrange a visit, please contact us at hr@archwaytrust.co.uk

Apply via our vacancies page at <https://www.archwaytrust.co.uk/vacancies/> by 13th October 2026.



THE RECRUITMENT PROCESS



SAFER RECRUITMENT

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people under the guidance of Keeping Children Safe in Education (KCSiE). In order to meet these responsibilities, all candidates will be subject to a rigorous selection process.

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.

References

References, including from the current employer, will be taken up for shortlisted candidates before interview/assessment, and where necessary employers may be contacted to gather further information or address any discrepancies, anomalies, or gaps in the reference provided.

Online Checks

KCSiE asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability.

Equal Opps.

We 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 Trust population and are therefore committed to increasing representation among staff across all roles and at all levels.