Nottingham University Academy of Science and Technology



JOB APPLICATION PACK

Cover Supervisor/Manager

Salary: Scale 5 (£29,542 - £32,046 pro rata, £25,366 - £27,516 actual per year)

Contract: Permanent, full time, term time only

Closing Date: Monday 30th November 2026 at 9am

Start Date: January 2027

nova Education Trust

Nottingham University Academy of Science and Technology



Welcome from the Head Teacher

Dear Applicant,

Thank you for your interest in this role at Nottingham University Academy of Science and Technology (NUAST).

NUAST is a school that serves our local community. We are a diverse school community with students understanding and respecting the many different cultures within the school who all share the common goal of striving for excellence. We are a specialist school which has state of the art provision and facilities in Science, Technology, Engineering and Mathematics. Our curriculum is broad with students excelling in a wide range of subjects and enrichment opportunities. Our most recent Ofsted inspection graded our school 'Good' in all areas with the sixth form graded 'Outstanding'.

Our aim is to ensure that young people have opportunities to realise their maximum potential and develop the academic and personal skills needed to go on to be successful in the future. We believe in our students and encourage them to go beyond what they think possible both in terms of academic success and in their personal achievements.

We currently have approximately 620 students in Year 7–11 and over 300 in our sixth form. We are oversubscribed in all year groups.

The NUAST staff team is dedicated to ensuring that our students receive excellent teaching and excellent care. Support for our young people is a priority and we pride ourselves on the care and guidance given to all students from all staff. Our staff share a student-centred approach in all that we do. We have a highly skilled inclusion team which consists of pastoral and learning support staff who work together to enable students to excel.

NUAST has achieved excellent academic results and has a well-established reputation for academic success.

Working at NUAST will be an exciting, challenging and rewarding chapter in the career of any professional who is motivated by enabling young people to be the best versions of themselves.

I look forward to receiving your application.

Dave Thompson
Head Teacher

About NUAST

NUAST is a specialist STEM academy based in Nottingham, offering the very best educational opportunities for 11–18-year-olds with a passion for science, computing or engineering.

Vision

To create a highly aspirational STEM specialist school that will allow our students to go beyond what they thought possible and lead fulfilled lives.

Aim

We aim to build a compelling school and sixth form culture where students:

- Show respect, for themselves, for others and for the school community
- Have high aspirations and positive attitudes
- Develop resilience, are proud of the school and support each other to maximise their achievements
- NUAST will provide its students with a broad and balanced curriculum offer that will enable our students to be 'one step ahead' as they move to the next stage of study or employment.

Values

At NUAST, we believe in:

- The value of education to change lives
- Raising student aspirations and being ambitious to enable students to be the best that they can be
- Being Inclusive, tolerant and showing empathy to others
- Development of self-discipline and integrity to shape behaviours for now and in future lives

What we offer

NUAST is a new type of academy. We offer a specialist curriculum at KS4 and KS5 for students with an interest in science, engineering or computing.

Students can join NUAST in Year 7 or Year 12 and we offer GCSEs, BTECs and A-Levels in our specialist subjects along with a wide range of more traditional subjects.

Our unique and innovative curriculum is designed to provide our students with the skills and experiences they will need to secure a place at a good university or employment and training in a higher apprenticeship.

With specialist teachers, the very best equipment and unrivalled university and industry links, studying at NUAST offers our students the very best start in life.

Facilities

NUAST is based in a purpose-built, state-of-the-art facility a few minutes walk from the University of Nottingham's main campus.

NUAST is equipped with the latest engineering, ICT and science equipment.

Unique Partnerships

NUAST is supported by a whole range of partners from industry and education. These partnerships make studying at NUAST an exciting new way to gain qualifications in Science, Engineering and Computing.

Pastoral Care

The NUAST staff team is dedicated to ensuring that our students receive excellent teaching and excellent care. Support for our young people is a priority and we pride ourselves on the care and guidance given to all students from all staff.

Our staff share a student-centred approach in all that we do. We have a highly skilled inclusion team which consists of pastoral and learning support staff who work together to enable students to excel. We firmly believe that for students to be successful the partnership between home and school is of paramount importance and we encourage parents/carers to work with us as a team.

We have high expectations which are all underpinned by our fundamental belief that everyone should be respected and respect each other. These expectations are clear when you visit the school and see the positive relationships that staff and students have.

Developing STEM Education

At NUAST, we work closely with the local community and share our resources and expertise with all those who can benefit from them. We are leading work locally to inspire students to study and build careers in Science, Technology, Engineering and Mathematics (STEM).

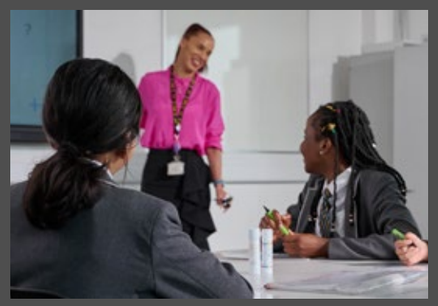
Our students are actively encouraged to act as STEM ambassadors to promote STEM to students across the range of city and county schools. The events will be part of a long-term programme of activities designed to ensure that students from NUAST and the city more widely are aware of the opportunities presented by a career that makes use of the STEM subjects.

















Job description

Post: Cover Supervisor/Manager

Responsible to: Deputy Head Teacher – Quality of Education

Purpose

The post holder will be responsible for undertaking and arranging staff cover due to absence and planned school events, and supervising students in class in the absence of a teacher in accordance with the school policy.

Relevant qualifications

GCSEs Grade 4/C or above (to include English and Maths) or equivalent

Key responsibilities

The role will involve covering lessons for absent teachers as indicated below:

- Liaising with supply agencies to ensure lessons are covered and ensuring appropriate vetting details are obtained
- Updating Bromcom with cover arrangements
- Covering classes in the absence of a teacher in accordance with the school policy
- Assisting in preparing the learning environment and the materials used therein
- Promoting positive student behaviour through building strong relationships and following school systems
- Responding to students about the work that has been set
- Collecting any work completed after the lesson and returning it to an agreed person/place
- Leaving the room in good order at the end of the lesson
- Reporting back as appropriate using the schools' agreed referral procedures on the behaviour of pupils during the class and any other issue arising
- Dealing with any immediate safeguarding emergencies according to the schools' policies and procedures
- Supervising students arriving and leaving the school site
- To support students through mentoring
- Proactive liaison with staff and home to enable students to be their best

This job description is not a complete description of the role, as you are required to undertake any other reasonable duties within the level of responsibility and grading of the post as directed by the academy leadership team.

Person specification

	Essential	Desirable
Qualifications	• GCSEs Grade 4/C or above (to include English and Maths) or equivalent	• Educated to Degree level or equivalent • A TA/HLTA qualification or equivalent
Experience	• Experience of providing support to young people	• Experience of using Bromcom and dealing with supply agencies • Covering lessons in a secondary school • A desire to start a career in teaching in an education setting. • Experience of Pastoral Support or cover supervision • DSL and First Aid trained or willingness to do so
Skills and knowledge	• Able to support class/groups/individuals • Up to date knowledge of safeguarding • Effective time management skills • Ability to prioritise tasks. • Adaptable approach to work and confidence to respond and deal with unanticipated problems • Ability to work effectively as part of a team and a willingness to support others. • Capability to work independently and use own initiative as and when required	• Knowledge and experience of working with pupils who may present challenging behaviour • A willingness to contribute to extra – curricular programmes
Personal qualities	• Has high standards underpinned by our values • Outstanding communication skills • Approachable • Ability to remain calm in stressful situations • Ability to establish good working relationships with teaching staff and pupils. • Reliable and punctual • A commitment to safeguarding and promoting the welfare of young people	

Application details

Application forms

These can be accessed from the school website **www.nuast.org.uk**. Wherever possible, please provide email addresses for your referees.

How to apply

Candidates should apply for this role through our website at **www.novaeducationtrust.net/careers**. Wherever possible, please provide email addresses for your referees. Click on the 'Apply' button and follow the instructions to upload Nova's application form and complete the online equal opportunities monitoring form*.

* *The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.*

The closing date for applications is **Monday 30th November 2026 at 9am**. Please note this vacancy may close at any time once sufficient applications have been received. Early submission of your application is therefore encouraged. Please note that this is a re-advertised vacancy so previous applicants need not apply.

Interview

Interviews will take place shortly after the closing date. If you have not heard from us within two weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

Safeguarding

Nottingham University Academy of Science and Technology is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior consent.

Child Protection statement

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils. We endeavour to provide a safe and welcoming environment where children are respected and valued. We will be alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. The procedures contained in this policy apply to all staff, volunteers and governors and are consistent with those of Nottinghamshire Safeguarding Children Board (NSCB).

Equal opportunities

We are an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all colleagues.

Our commitment is to treat every individual how they would like to be treated. This is so that you experience a sense of inclusion, feel respected, valued, safe, trusted, and that ultimately, you belong.

If you would like to discuss any accessibility requirements for the recruitment process or the role, please contact **hr@novaeducationtrust.net** and we will be happy to discuss.

How we monitor recruitment

On application we will ask you to fill in an anonymised form which indicates your protected characteristics. This is you helping us to achieve our equal opportunities commitments.

We analyse Equalities information to look at trends and to see if our diversity initiatives are having an impact across our recruitment processes. Your data will help us measure our progress and understand where we need to act.

All Equalities data is anonymised and will be kept separate from your application form and will not be forwarded to the interview panel should you be selected.



Welcome from the CEO

Dear Applicant,

Thank you for your interest in working at the heart of **Nova Education Trust**. I hope that you will find this pack useful and informative in helping you to find out more about our organisation and to complete your application.

Since 2011, Nova Education Trust has successfully supported schools of all phases to secure improved educational standards. Over the last few years, our organisation has undergone a significant transformation and is unrecognisable culturally, educationally, financially and in governance terms from the organisation it was pre-2021.

Educationally, we go from strength to strength. 94% of our academies are now judged by Ofsted as Good or Outstanding, compared to 47% that weren't when they joined us. Nova's KS2 SATs performance is strong whilst Progress 8 and 5+ EM across all of the schools is currently ranked as one of the highest in the region. We are highly valued and respected by the DfE, the Local Authorities and other local trusts. This is testament to our brilliant pupils, staff and the communities that we serve. Our trust support and governance is strong and has been externally recognised as amongst the best in the sector and our organisation is financially stable. We understand and we believe that schools belong to their communities — the mission is the same, but the vision may look different in our range of contexts and settings.

We are committed to our vision, values, ambitions and principles, and we are determined to achieve our mission of creating transformational schools. We are looking for a talented and inspirational leader who is committed to transforming the lives of our learners, with the imagination, passion and experience to support and challenge us to even greater things in the service of our young people.

Nova Education Trust is an organisation that trusts and empowers its staff. Front and centre to this is our commitment to well-being and engagement because we believe in enabling people to be at their best. We are changing the way we support people to grow and develop, through 'coaching, not telling' — we now have over 150 professionally-trained coaches in the organisation and we have plans to train all middle and senior leaders. We think it's essential that colleagues can access excellent professional development and progression pathways which suit their individual needs. We pledge to lead the way with Diversity, Equity and Inclusion in our organisation. We will introduce new and innovative ways to increase the diversity of our workforce and continue to strive for an inclusive culture in which people have a voice and can contribute, feel a sense of belonging and are able to be themselves.

It is such a pleasure and privilege to lead such a talented group of staff who are forever looking for new and innovative ways to make us even better, each and every day. I am so proud of what we have achieved so far but I know that we can do even better, despite the challenging educational landscape that we find ourselves in. We have a highly skilled, experienced, dynamic and diverse board. They are so supportive yet professionally challenging and there is a great synergy and trust between the board and the executive team.

If you have got a sense of humour, drive, energy and enthusiasm to make us even better then we'd love to hear from you. This is a fantastic opportunity to join a values-driven trust at an exciting stage in our development.

Further information can be found at **novaeducationtrust.net/careers**.

A. Rahman

Ashfaq Rahman
Chief Executive Officer

About Nova Education Trust

As a cross-phase Multi Academy Trust, we create compelling school cultures where all are motivated to aspire and grow.

We establish aspirational, purposeful, celebratory and inclusive learning cultures for pupils, staff and our wider community.

We are committed to excellence; we are confident about our future and determined to achieve our aims.

Our mission is to create transformational schools.

Our family is currently made up of 19 academies (six primaries, 12 secondaries and one sixth form college), which includes our two partner schools in the Madani Schools Federation in Leicester.

The trust is growing and has plans to expand into other areas and regions in the very near future.

We also run a successful School Centred Initial Teacher Training (SCITT) programme making us a key player in the region by developing new teachers and providing training and development programmes for existing teachers and support/operational staff throughout their careers.

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Our values

We work with **honesty**, **integrity**, **humility** and **professionalism**.

We **trust** and are **loyal** to each other — we demonstrate a selfless commitment in all that we do.

We **innovate** and **influence** — we create opportunities for sharing and learning, and we pioneer civic collaborations.

We all **learn** together in our **vibrant**, **creative**, **diverse** and **inclusive** family of schools.

We are highly **ambitious** — staff and learners believe through **kindness** and **hard work**, all can succeed and grow.

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Our principles

Excellence: We will always aspire for excellence in all that we do by showing courage, heart, determination, hard work and discipline. We want excellence to become a habit.

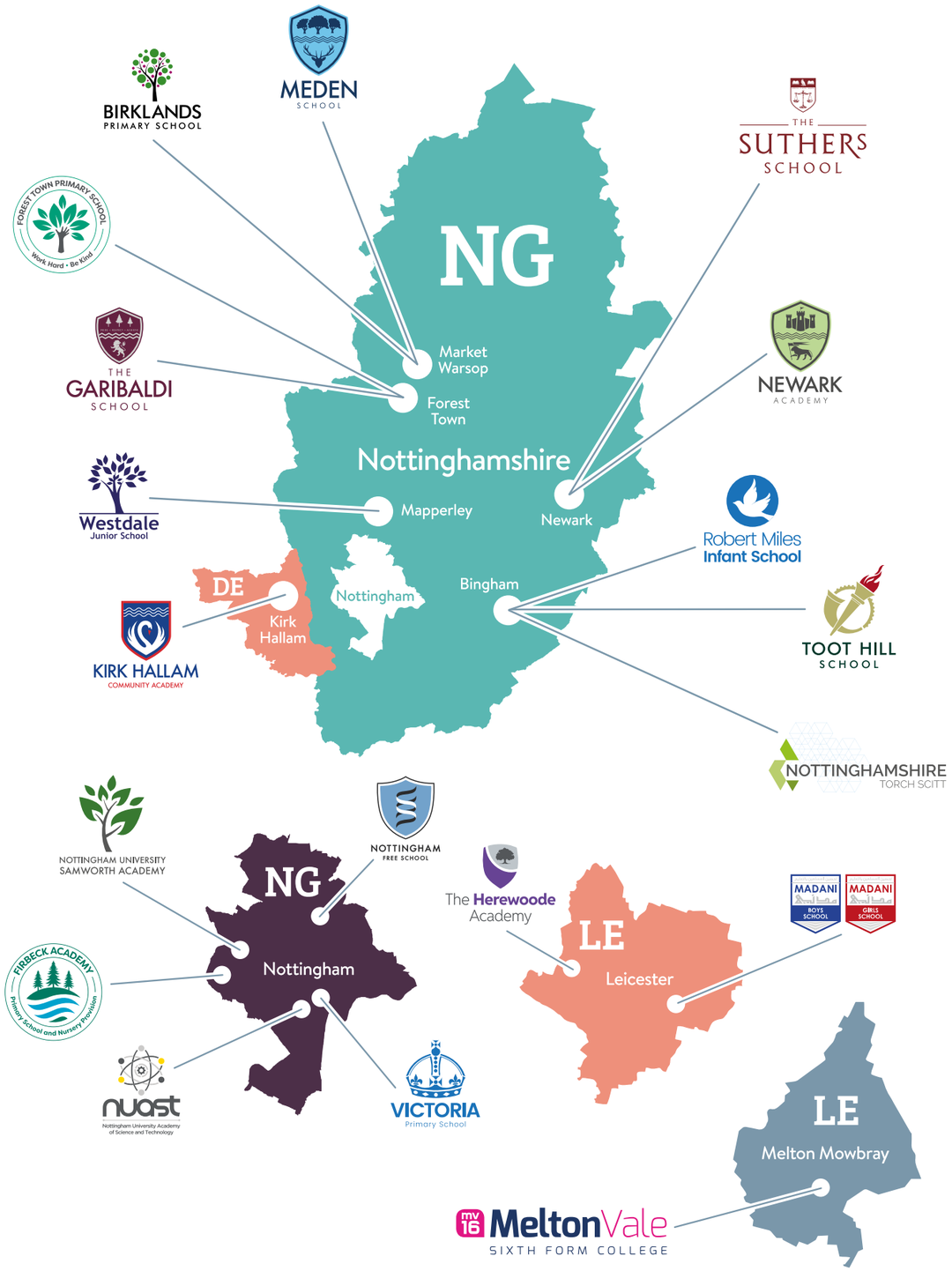
Partnership: By listening to our whole communities, opening conversations and providing opportunities for everyone's voice to be heard.

Expertly trained and professional staff: By investing in the professional development of all our staff so that they become experts in their professions.

Trust and empower all staff: By demanding that we act with honesty, integrity, clarity, rigour and simplicity in all that we do.

Focus on learning: An exceptional curriculum and highly effective pedagogy at the heart of all that we do, ensuring our strategy is evidence informed.

Our family



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Our central team

We employ a skilled cohort of colleagues to provide specialist support to our family of schools to enable them to be operationally sound and to provide capacity for them to focus on teaching and learning and leadership development.

Our central team is based at the University of Nottingham Innovation Park (UNIP) on the Jubilee Campus as the central hub of all of our schools.

The Executive Leadership Team, with the CEO, meet weekly to support the development and improvement of the trust and deliver three Head Teacher training and briefing sessions as scheduled throughout the academic year.

We employ circa 40 colleagues across the **central team**.

We pride ourselves on our vibrant and dynamic team and foster a sense of collaboration and connectedness through our daily interactions, weekly briefings and our purposeful and deliberate Away Days.

We operate an informal hybrid model of working, which includes working on-site from the head office, school visits and remote working through our Dynamic Working Policy.

Supporting our colleagues

We're proud to offer an exciting, dynamic and collegiate place to work. Our colleagues are dedicated to having an impact and they make a lasting difference to the lives of our children and young people.

We nurture a culture within our trust where everyone feels respected, valued, safe, trusted and ultimately have a sense they belong. We feel, it's that sense which enables people to be their best selves, to grow and succeed as highly competent professionals and add transformational value.

We put well-being and engagement front and centre:

- You'll have access to regular check-ins with your line leader, to discuss how things are going and to talk about what's important to you.
- You'll have opportunities to directly influence trust plans for well-being and engagement.

We develop leaders who:

- Actively listen, communicate clearly, invest time in coaching and nurturing talent, and recognise your contributions.
- Cultivate supportive and inclusive teams who are open and committed to learning from each other, sharing different ideas and practices.

We will encourage and support you to develop and grow:

- Ensuring you have access to focused growth conversations so you can develop both personally and professionally.
- Facilitating trust wide professional networks and communities where you can draw on expertise and collaborate with like-minded and diverse talented colleagues.
- Providing opportunities to network with colleagues outside of the trust as part of our commitment to civic collaboration.

Providing access to range of fantastic benefits through 'Nova Perks', including:

- Bike scheme
- Technology scheme
- Motorsave
- Lifestyle benefits
- Instant discounts
- Savings club
- Workplace ISAs
- Financial planning
- Financial education resource module
- Peer-to-peer
- Lift-share
- Car salary sacrifice
- Health cash plan
- Gym scheme
- Healthy living resource module

Nova Perk Day

In addition to our standard leave provision, we offer all colleagues the opportunity to take one paid '**Nova Perk Day**' per academic year. This can be taken during term time for any chosen reason. This is in support of our continued commitment to colleagues to achieve a healthy work-life balance.

Sick pay

All colleagues are entitled to a generous sick pay entitlement depending on their continuous service.

Pension

All colleagues are auto-enrolled into the relevant pension scheme. LGPS for support staff and Teachers Pension for teaching staff.

nuast

Nottingham University Academy of Science and Technology

Ofsted Good Provider

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Head Teacher

Dave Thompson
BSc (Hons), PGCE, PhD

Chief Executive Officer

Ashfaq Rahman
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