

# Candidate Pack

## Curriculum Cover Support (Term Time + 5 days)

Application Deadline: **9am Tuesday 5 May 2026**

Interviews: **Friday 8 May 2026**



THE  
**BRIAN CLARKE**  
CHURCH OF ENGLAND ACADEMY

[WWW.BRIAN-CLARKE.ORG](http://WWW.BRIAN-CLARKE.ORG)



Listening & Acting Award  
2024/25

edurio

For more info visit:

[careers.cranmereducationtrust.com](http://careers.cranmereducationtrust.com)



PROUD TO BE PART OF  
**Cranmer**  
Education Trust



## Welcome from the Headteacher

Mrs Ash, MA, NPQH

### Thank you for your interest in becoming our new Curriculum Cover Support

A role in a new school is an opportunity education professionals dream about. You will be part of a talented and committed staff team that is growing a school from Year 7 upwards, supporting the development of its ethos and embedding it into the community of school. We also have the benefit of a brand-new building, with state-of-the-art facilities, and supported by the local, successful, and experienced Cranmer Education Trust.

This is an exciting and challenging role. It is a post for a dedicated, energetic and creative professional. The demands will be varied, interesting and developmental, and will put you at the heart of a school that is in its final year of growth to capacity. The person specification sets out the key experience, commitment and essential professional skills and qualities that we are looking for.

This is a Church of England school and the person we appoint must be able, with integrity, to uphold and model Christian values.

This is an excellent time to join the team as the school has just achieved three out of **four Outstanding judgements** - a testament to the commitment and dedication of an incredible staff team.

Working for The Brian Clarke CE Academy means that you would be part of the Cranmer Education Trust, a successful, growing Trust which prides itself on looking after its people, offering a high-level of support and access to expertise.


Alongside Brian Clarke, the Trust is made up of primary and secondary schools across Oldham and Rochdale. The Trust also incorporates a teacher training school and the East Manchester Teaching Hub and a MFL hub, which support the training and development of new and existing teachers across the North West of England.

For more information, see [www.cranmereducationtrust.com](http://www.cranmereducationtrust.com)



“A focused environment where pupils flourish and enjoy learning together.”

Ofsted report, 2025



Our patron, Sir Brian Clarke, donated a large stained glass window to the school, reflecting the multi-cultural nature of the school and shining light into and out of the building to the community.

The Brian Clarke Church of England Academy opened with a founding team of staff in September 2022 to 240 young people and in September 2026 will be full at 1,200 students.

We moved to our beautiful, purpose-built building in May 2023, situated on our accessible town centre site on Bloom Street, Oldham.

The school reflects the community it serves. It is multi-cultural, multi-ethnic, and multi-faith within a Church of England ethos. There is a balance between faith intake and non-faith intake from 3 concentric circles of one, two and three miles around the school. 'Faith' equally includes all Christians, as well as members of the other five major world faiths of the Interfaith Network.

**The key elements of the curriculum include:**

- A rich, broad EBacc curriculum up to GCSE
- Compulsory Religious Studies within the core curriculum up to GCSE
- MFL (German) to GCSE
- A rich KS3 provision which includes the arts, technology, computing, citizenship, and the Bronze Duke of Edinburgh Award in Year 9
- A sequentially planned pastoral curriculum that builds in worship, CEIAG, and form reading. This takes places daily for 30 minutes.
- An aspirational co-curricular provision built into Period 6, which runs Monday to Thursday 2.45pm – 3.30pm. All students take part in two activities per week.
- A facility to support literacy to catch up (7.45am – 8.10am) each morning.

We aim for all our students to become good human beings: good friends, good neighbours, and good citizens. People we are proud to know. Their social and emotional development, their self-respect, and their ability to self-manage are just as important as their cognitive development. Students who are happy and secure in their school learn well and become successful people. High quality pastoral care is at the core of all we do.



**“There is a strong sense of belonging and community cohesion. It prepares pupils exceptionally well for life in modern Britain.”**

Ofsted report, 2025



## In brief, we are looking for:

- An individual committed to ambition, excellence and community who will work with the staff body to drive the growth and development of The Brian Clarke CE Academy to become an outstanding provider for young people and a school where staff, who are committed and ambitious for young people, take pride in and enjoy their work.
- An individual able to build relationships and rapport with students, parents, carers and colleagues, as well as communicating directly with relevant external agencies.
- Someone who will go the extra mile for students, not because they are asked to but because they want to; someone who will do their utmost to ensure that all of our students' progress to the future destinations of their choice.
- Someone who will inspire students and the staff they work with.
- An excellent communicator with sound analytical skills and a flexible approach.

## We offer:

- Opportunities for professional development in a growing Trust.
- Schools: A strong school community that places children, families and staff at the heart of everything we do.
- A supportive team who will work with and alongside you to achieve the very best.
- LGPS career average pension scheme with a generous employer contribution.
- Generous holiday entitlement and sick pay scheme, increasing with length of service.
- Central Oldham location close to good transport networks



The curriculum is underpinned by a consistent pedagogy that understands how students learn, and a rigorous approach to reading and literacy to build character and resilience.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The Cranmer Education Trust follows Safer Recruitment practices. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1974, 2013 and 2020, and appointment is therefore subject to satisfactory Enhanced Disclosure form the Disclosure & Barring Service.

**Applications closing date:** 9am Tuesday 5 May 2026

**Interview date:** Friday 8 May 2026

**Start date:** September 2026



You can apply for this post on our website, <https://www.brian-clarke.org/vacancies/working-for-us/>

Thank you for your interest. We look forward to hearing from you.

Yours faithfully

Mrs Allison Ash, MA, NPQH  
Headteacher, The Brian Clarke CE Academy



“BCA provided fantastic induction training, which gave me confidence in a new school. All staff were incredibly welcoming and supportive, the friendly team made me feel at home from day one.”

~ Mrs L Goddard  
Head of PE





## PLACE OF WORK

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The Brian Clarke Academy,  
Oldham, Greater Manchester



## LUNCH

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Delicious food available in our school  
Restaurants at just £2.80 for a  
meal & dessert.



## STAFF FELLOWSHIP

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Regular activities for socialising  
and staff wellbeing



## EMPLOYEE ASSISTANCE PROGRAMME (EAP)

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Confidential independent support services  
available to staff when you need it.



## HEALTH SUPPORT

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Free support for health and  
wellbeing, including a dedicate  
Menopause Support Programme



## PARKING

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Free car parking is available on site



## ANNUAL LEAVE

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Annual leave allowance for non-  
teaching staff rises in line with  
years of service



## FLEXIBLE WORKING

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Flexible working arrangements for  
non-teaching staff, and a supportive  
culture to ensure all teaching staff  
are able to work with the flexibility  
they need.



## EMPLOYEE PERKS

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Perks, discounts and cashback  
offers for major retailers, holidays,  
restaurants and bars



## TRANSPORT LINKS

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Well-situated, with Westwood and  
King Street Metrolink stops within 7  
minutes' walk, and Oldham Bus  
Station 4 minutes.



## CAREER PROGRESSION

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A growing school that offers  
real career progression



## BICYCLE STORAGE

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Secure bicycle storage is  
available on-site

# Curriculum Cover Support

Term Time + five days

## Contract

Permanent

## Hours

34 hours per week

Mon – Thurs 8am – 3.30pm

Fridays 8am – 2pm

## Salary

Grade 4– £22,713 - £25,419 actual  
(£28,598 - £31,022 FTE)

The Brian Clarke CE Academy is looking to appoint an enthusiastic and dedicated individual to join our team as Curriculum Cover Support

The role would suit someone who is interested and has experience of working with young people and/or is thinking about a career in teaching.

Working under the guidance of the deputy Headteacher and curriculum leaders you would provide curriculum cover for unplanned and planned absences, implementing, monitoring and reporting back on the learning set by curriculum leaders.

This role will start in September 2026.

Reporting to  
Deputy Headteacher

## Core purpose

To work under the guidance of the Deputy Headteacher to provide cover for planned and unplanned absence of teachers, ensuring that pupils are engaged in pre-set work, managing pupil behaviour and ensuring a safe environment. To provide cover and support to lessons, duties and other school operations as directed by the Deputy Headteacher and provide additional support as directed.

## Specific responsibilities

1. Provide classroom cover for teaching staff who are absent (covering short term absences), whether it be whole groups, large or small class settings.
2. Implement the instructions and actively deliver the lesson content provided by the class teacher.
3. Maintain an orderly and purposeful environment in which students can complete work set by the classroom teacher/department.
4. Prepare the learning environment before lessons including the distribution of learning materials etc, undertaking administrative support, e.g. photocopying, filing, word processing, as necessary. Ensure that the classroom is left in good order at the end of a lesson.



“Working at Brian Clarke is special, we are part of building a legacy. We are cultivating a culture that is ambitious for all stakeholders. The staff support for one another is really special, we are one team. Be a part of our journey!”

- Mr Ahmed, Head of Years  
9 and 10

5. Implement the school's Behaviour Policy and approach to pedagogy consistently and all other relevant school policies.
6. Report back to the relevant Head of Department on a daily basis.
7. Liaise with the Head of Department regarding lesson planning, evaluating, and adjusting lessons/work plans as appropriate.
8. Monitor and evaluate student responses to learning activities.
9. Provide objective and accurate feedback and reports as required to the teacher being covered on student achievement, progress and any other matters.
10. Accurately record all achievement and progress.
11. Promote positive values, attitudes and good behaviour, dealing promptly with conflict in line with established policy.
12. Liaise sensitively and effectively with parents/carers as agreed with the teacher.
13. Provide cover capacity for the school's Bridge provision as required.
14. Provide lunchtime supervision.
15. Administer and assess routine tests/exams where required.
16. Invigilate internal and external examinations when required.
17. Support the use of ICT in learning activities and develop students' competence and independence in its use.
18. Participate in the staff duty rota as required.
19. Undertake the duties of a Form Tutor if required.
20. Assist with other school activities such as trips and school events.
21. Work flexibly to participate in co and extra-curricular activities if required.
22. Carry out other duties from time to time as directed by the Headteacher.

### Other responsibilities

1. To model, implement and champion consistently the Brian Clarke Way across the school so that effective learning can take place.
2. To understand the importance of inclusion, equality, and diversity, when working with students and with colleagues, and to promote equal opportunities for all.
3. Implement and uphold the policies, procedures, and codes of practice of the school, including customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.



**“Brian Clarke is a truly special place. Brilliant staff and students and a wonderful culture and routines that allow everyone to shine!”**

- Mrs Carey, Library Manager and Worship Co-ordinator

4. Take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g., challenging a stranger on the premises.

## Standard duties

1. To uphold and promote the values and the ethos of the Cranmer Education Trust and the school.
2. To implement and uphold the policies, procedures and codes of practice of the trust and school, including relating to customer care, finance, data protection, ICT, health and safety, anti-bullying and safeguarding/child protection and to maintain high standards in your own attendance and punctuality.
3. To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
4. Proactively manage workload to ensure service standards are met, checking personal accuracy and seeking guidance where necessary from senior colleagues.
5. Participate and engage with training and development opportunities, working to continually improve own performance and that of the team / school / Trust.
6. Attend and participate in relevant meetings as appropriate.
7. Undertake any other additional duties commensurate with the grade of the post.

While every effort has been made to set out the main duties and responsibilities of the post, each individual task undertaken may not be identified.

**This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.**

**This job description is a guide to the duties and should be read in conjunction with the accompanying person specification (please see next page).**



## Curriculum Cover Support Term Time + five days

In your application form there will be a section about Knowledge and Experience. In this section, please explain to us as fully as you can how you meet the criteria listed in the Person Specification below. Use real-life examples of your work and its impact where possible.

Please do not include a Curriculum Vitae.

Cover Supervisor	Essential / Desirable	How identified Application (A) Interview (I)
<b>Qualifications</b>		
Level 2 Qualification in Maths / numeracy and English / Literacy	E	A
Qualified teacher status and/or good degree qualification	D	A
Previous successful experience of teaching or supporting the education of secondary school pupils	E	A/I
<b>Professional Experience and Knowledge</b>		
Experience of working with children/young people to improve outcomes	E	A/I
Work experience in school/education settings	D	A/I
Experience of planning and delivery cover lessons effectively	E	A/I
Experience and proficiency in using the most up to date common IT applications, e.g. Microsoft Office packages	E	A/I
<b>Professional Skills</b>		
Able to engage and motivate students during cover lessons, maintaining an orderly and purposeful environment within the classroom	E	A/I/T
Ability to encourage, engage and motivate children and young people	E	A/I/T
Excellent communication skills, both orally and in writing for a range of purposes to a variety of audiences and with various groups of Academy stakeholders, including staff, students and families, etc.	E	A/I/T
Excellent organisation skills and able to prioritise and manage own time effectively	E	A/I/T
Able to respect strict confidentiality requirements	E	A/I
Ability to use IT efficiently, including Word, Excel, Email and Internet	E	A/I/T
Ability to use SIMS Management Information System	D	A/I
Excellent administrative skills	E	A/I/T
Ability to input, interpret and summarise data accurately	E	A/I/T
Ability to work on own initiative	E	A/I/T
Ability to work well under pressure and to deadlines	E	A/I/T
<b>Professional Qualities</b>		
Able to develop positive working relationships with students and colleagues	E	A/I/T
Presence and credibility	E	I
A team player who collaborates with, involves and informs others to ensure the best learning for pupils	E	A/I
Personal resilience, persistence and perseverance with students, staff, and parents	E	I
Excellent timekeeping and attendance record with an enthusiastic and positive attitude	E	A/I
<b>Ethos</b>		
Support and model the school's Christian ethos with integrity	E	A/I
<b>Safeguarding</b>		
Displays commitment to the protection and safeguarding of children and young people	E	A/I
A commitment to equal opportunities	E	A/I

**Any candidate with a disability who meets the essential criteria will be guaranteed an interview.**

# How to apply

We only accept applications via our online portal,  
[www.tinyurl.com/brian-clarke-jobs](http://www.tinyurl.com/brian-clarke-jobs)

Applications must be received by  
**9am on Tuesday 5 May 2026**

Interviews for this post will take place on  
**Friday 8 May 2026**

If you have any questions or queries, or would just like to chat  
about the role, please get in touch via e-mail on [hr@brian-clarke.org](mailto:hr@brian-clarke.org)

**We look forward to hearing from you!**

