

# Cover Supervisor



New Line Learning Academy  
*Believe and Achieve*

New Line Learning Academy



## Build your Career, Shape your Future, Apply today

New Line Learning Academy is a Good school with over 800 pupils educating the next generation of young people aged between 11 and 16.

New Line Learning Academy is part of Future Schools Trust, a dynamic and inclusive multi-academy trust, founded in 2007.



*A great place to be*





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## Welcome

New Line Learning Academy are seeking a Cover Supervisor to join the school team, the successful candidate will be responsible for covering the absence of the class teacher. As the Cover Supervisor, you will play a vital role in creating a positive impact on the students learning.

At New Line Learning Academy, we pride ourselves on providing a supportive and positive environment that inspires our pupils to achieve success. We encourage academic excellence, while nurturing their individual goals and ambitions

Our ethos is clear; **believe and achieve.**

Our diverse curriculum and inspirational buildings challenge all abilities, while stretching the curious minds of the young people in our care. Pupils are encouraged to go outside of their comfort zones, be creative and take full advantage of the advanced technology and enriching opportunities we are proud to offer.

Our pupils' wellbeing is at the heart of our academy. By providing a caring and nurturing environment, we ensure pupils are free to flourish as polite, kind and well-rounded individuals. At New Line Learning Academy, everyone respects one another, as well as their right to learn, develop and thrive.

We look forward to welcoming you to New Line Learning Academy.



<b>Post:</b>	Cover Supervisor
<b>School:</b>	New Line Learning Academy
<b>Department:</b>	Teaching
<b>Responsible to:</b>	Head of School
<b>Salary:</b>	FST Grade E

Are you passionate about creating a positive learning space? An exciting opportunity has arisen to join our exceptional school as Cover Supervisor. We are seeking a dedicated individual, to help reduce the disruption of learning in a class teachers absence creating a positive impact on students.

### Job Description

In the absence of the class teacher, to work as a cover supervisor under the supervisory arrangements established by the school. Cover supervisors will give instructions for a lesson that has been provided by a teacher. Cover Supervisors will ensure that the students display good behaviour and the students engage in the learning activity. The postholder will be required to provide feedback to the teacher on broad issues, such as behaviour. Cover Supervisors will be subject to general supervision and will act under the professional direction of teachers.

### Main duties and responsibilities

- Undertake whole class supervision in the absence of the class teacher, setting work previously prepared by the teacher
- Develop curricular knowledge as required by the school
- Apply the school's Behaviour Management Policy and report any difficulties to the supervising teacher/head teacher
- Set homework previously prepared by the teacher
- Mark elements of class work and homework under the guidance of the class teacher
- Undertake observations of the pupils and contribute to pupil records
- Administer (and mark) class tests
- supervise the work of the Teaching Assistant
- Attend school/department meetings to contribute to the discussions about individual pupils
- Attend Parents' Evenings, as required, to contribute to the discussions about individual pupil's progress
- As required, to work as a Teaching Assistant in support of the class teacher

- To provide consistent and effective support in line with the requirements and responsibilities of your role
- To take part in training activities offered by the school and county to further knowledge
- To abide by and work towards all the policies within the school e.g. behaviour management, Health & Safety, Equal Opportunities
- To carry out the above duties in accordance with the Education Department's Equal Opportunities Policy.

## Person Specification

- Experience of working with or caring for children of relevant age.
- Good general education
- Able to participate in development and training opportunities
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
- Flexible
- Ability to use own initiative
- Basic technology skills.
- Willing to undertake First Aid Training

## Welcome from the Chief Executive Officer

Isabelle Linney-Drouet  
BA (Hons) | NPQH | NPQEL



Welcome to Future Schools Trust: **Relentless Ambition for Young People.**

We aim to achieve our vision by bringing together our family of schools to create a cohesive and aspirational community which enables every child and member of staff to exceed their expectations.

### Our values are:

- Integrity
- Respect
- Resilience
- Strong Work Ethic
- Collaboration
- Equality

The best interests of young people guide every ambition and decision we take. We are passionate in our belief that schools are stronger when they work together whilst being proud and protective of the unique identity of each of our schools in the Trust. Maintaining a strong moral purpose and supportive but challenging culture is central to everything we aim to achieve.

I hope this introductory letter provides a sense of our culture and ethos and our direction of travel. If you decide to apply, we appreciate how long it takes to apply for jobs, but please do not send a general application; we are looking for someone prepared to respond to us, respecting where we are at on our journey as a Trust. You can be sure that we will take time and care in reading your personal application.

Electronic application forms should be completed on the Every Portal which you can access at [www.newlinelearning.com/vacancies](http://www.newlinelearning.com/vacancies)

Best wishes

A handwritten signature in black ink, appearing to read 'Isabelle Linney-Drouet', written over a light blue abstract background shape.

Isabelle Linney-Drouet  
Chief Executive Officer

## **Application:**

We welcome applications from all qualified candidates, including neurodivergent individuals. If you are excited about this opportunity and believe you are a great fit for our team, please complete our School Application Form, we are unable to accept CVs. Electronic application forms should be completed on the Every Portal which you can access at [www.newlinelearning.com/vacancies](http://www.newlinelearning.com/vacancies).

If you would like to take a look around our fantastic facilities and meet the staff that you could be working alongside, please email [recruitment@futureschoolstrust.com](mailto:recruitment@futureschoolstrust.com) to arrange a visit.

## **Health & Safety:**

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and students/pupils.

## **Safeguarding:**

Future Schools Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Future Schools Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All successful candidates will have to meet the person specification and will be subject to an Enhanced DBS check.

Future Schools Trust is dedicated to attracting the right teachers and support staff who are committed to developing and nurturing our students and we must provide the rewards for that to happen.

Alongside providing a competitive pay and benefits package, we offer lifestyle discounts for retail purchases and tax-efficient schemes for childcare and cycle-to-work purchases.

## Pension Scheme:

From your start date you can join either the Teachers Pension Scheme or the Kent County Council Pension Scheme. Contributions are made based on your salary scale.

## Annual Leave:

For support staff annual leave starts at 25 days a year plus Bank Holidays and increases after 5 years' service.

## Cycle to work scheme:

We offer a cycle to work scheme, this tax beneficial scheme encourages employees to cycle to work or take advantage of the scheme to purchase a bicycle for leisure.

## Retail, Health & Social Offers through Kent Rewards:

With Kent Rewards you can also get great discounts on pretty much everything you can imagine! Whether it's a meal at a restaurant, a trip to the cinema, or even a visit to a theme park there are plenty of ways that you can save.

## Other offers:

- Benenden Private Healthcare Scheme – Optional to Join
- Specsavers Vouchers
- Full access to our Employee Assistance Programme, 24/7

[Click here to view all our employee benefits.](#)







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