



Meridian
Trust



Northstowe

Learning Community

Recruitment Pack – Cover Supervisor

Start date: Spring Term 2025



Welcome Letter

Welcome to Northstowe Secondary College, part of the wider Northstowe Learning Community and Meridian Trust.

We are thrilled to have you join our team, and we look forward to continuing to inspire and support our students in their educational journey.

Northstowe Secondary College recently received its first-ever Ofsted inspection. The report, which comes just four years after the school opened, praises governors, trustees, and leaders at the school for their “relentless desire to provide the very best education for all pupils.” The quality of education, behaviour and attitudes, and personal development were all rated ‘Good,’ with leadership and management considered to be ‘Outstanding.’ This gave the school an overall judgement of ‘Good’.

The College, as part of the Northstowe Learning Community, is part of a growing education offer which now includes an expansion of the secondary school site to create 600 additional places. There is also a new 400-place sixth form, 630-place primary school, and 78-place pre-school.

Northstowe Secondary College holds the three key values of Kindness, Curiosity, and Hard Work at the heart of all that it does. All staff are expected to demonstrate those values towards others and to explicitly teach these to the children.

Our college is firmly underpinned and supported by the ethos and values of Meridian Trust, and these include:

- Achievement for All
- Valuing People
- A High-Quality Learning Environment
- The Pursuit of Excellence
- Extending the Boundaries of Learning



Dr Claire Mills – Principal



Martin Campbell – Executive Principal

NSC Vision and values

Northstowe Secondary College is in an enviable position, located at the heart of what will be a thriving new community. It is our aim to deliver excellent education for local young people; to ensure that every individual is a confident successful learner, independent and a responsible and employable citizen.



Northstowe Secondary College is at the heart of the local community where every child is known, valued and supported.

In our school we focus on the development of the whole child. We believe that every child can achieve, given the right opportunities and we do not believe in putting a ceiling on a child's potential. We also understand that being successful at life means supporting students' personal growth and well-being. That resilience, perseverance and coping skills are essential for students to be able to tackle all that life brings. We pride ourselves on knowing and valuing every child to support them to achieve their dreams and ambitions.



Kind students who care about each other, the community and the wider world.

Curious students who want to find out more and are open minded to find creative solutions.

Hardworking students who practise, persevere and keep going even when things are challenging.

Northstowe Secondary College holds the three key values of **Kindness**, **Curiosity** and **Hard work** at the heart of all that it does. All staff are expected to demonstrate those values towards others and to explicitly teach these to the children. We are an inclusive family and expect our staff to be passionate about their subject and what it can give to children, adapt their teaching to meet the needs of the students, work proactively to promote good behaviour and to maintain these high standards in their classrooms and around the school. As a small group of staff in a brand-new school, we all have to go the extra mile however, we promote and support a good work life balance, we are a kind and supportive team and we have a lot of fun. If you think you have what it takes, then we look forward to hearing from you.

Meridian Trust Vision and Values

Meridian Trust exists to provide, support, and champion high-quality education at the heart of local communities.

As members of the Meridian family, trust academies aim to unite their pupils, families, and other local stakeholders around this common purpose to share experience and resources, to improve standards and to maximise our contribution to their wider communities. Our vision, mission and values guide and bring together each of the trust's academies.

Our Vision: High-quality educational provision for all at the heart of local communities

Our Mission: To deliver, promote and inspire high quality educational provision in schools at the heart of their local communities so that:

- Every child is a successful learner, confident individual, and responsible and employable citizen
- Every school is a hub for community activities, a centre for extended services and a source of immense pride for students, their families, and other local stakeholders

Our Values:

Pursuit of Excellence

- By expecting this of every person, every day
- Rejecting outright any sense of complacency
- Continually striving for the creation of a true meritocracy
- Promoting and celebrating elite performance inside school and in the wider world

Value our People

- Appreciating the incredible trust placed with us in educating young people and serving our community
- Valuing the diversity and qualities of our staff and students
- Ensuring that all students and staff feel known, appreciated, and supported
- Committing whole-heartedly to collaboration within, between and beyond our academies

Achievement for All

- Ensuring that every student achieves their maximum potential
- Maintaining a relentless sense of optimism
- Removing barriers to learning
- Providing a whole education: academic excellence co-existing with an exceptional commitment to activity beyond

High-Quality Learning Environment

- Providing high quality buildings, engaging classrooms and excellent sporting facilities
- Delivering innovative learning resources and materials
- Ensuring a well-disciplined and caring environment
- Exploiting cutting edge technologies to expand the opportunities for students, staff, and our community to benefit from learning in a digital age

Extending The Boundaries of Learning

- Providing positive memorable experiences inside and outside of the classroom
- Providing a diversity of experience to all
- Opening up the world to all students
- Securing the very best future educational and vocational experiences for our students

Academies within the Trust

<https://www.meridiantrust.co.uk/cmat-academies/>

About Northstowe

Northstowe Secondary College is at the cornerstone of the new town of Northstowe. This unique town will have up to 10,000 homes, making it the largest new town in the UK since Milton Keynes.

Northstowe was designed to encourage active lifestyles, independence and happiness, providing excellent facilities for people to play, relax and enjoy sport.

To find out more about Northstowe, visit: www.northstowe.com.

Our Vision for Education in Northstowe

At the heart of Northstowe is the Northstowe Learning Community Campus.

We have an ambitious vision for Northstowe for a community learning campus that serves all ages and abilities, taking a lead role in bringing people together to create a sustainable and empowered local community. Our ambition is to create an all-through campus that will contain a nursery and primary school, a special educational needs (SEN) school, a secondary school with a dedicated post-16 centre and community sports and arts facilities.

Construction for the sixth form, an extension to the existing secondary college and a primary school is underway as of Summer 2023. For more information about the build progress and future campus please visit

<https://northstowe.education/>



JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Cover Supervisor
JD Reference:	STD ED 26
School/Academy:	Northstowe Secondary College part of Northstowe Learning Community
Weeks:	39 Weeks
Hours of work:	32.5 Hours
Salary:	Grade 6
Responsible to:	Cover Manager

Role:	To provide high-quality cover to classes in the absence of the teacher.
Purpose of job:	To supervise classes across the curriculum (KS3 & KS4) following a programme of study during the short-term absence of their class teacher, actively engage with the class and follow all classroom procedures as per the classroom teacher's instructions, to contribute to raising standards by providing support to departments and the whole academy, to assist with student intervention as directed.

Responsibilities and Accountabilities:

Cover Supervision

- Under the direction of the Cover Manager, supervise pupils in class during the absence of their class teacher
- Take class registers, as and when appropriate
- Liaise with Curriculum Leader, where possible, to ensure that instructions are clarified
- Liaise with Teaching Assistants regarding individual pupils being supported in class
- Administer clear instructions to the class, based on the detailed work set, and actively supervise pupils as they carry out the instructions
- Inform the class teacher of any non-participation by individual pupils
- Contribute to the planning and evaluation of work set for covering lessons
- Provide feedback on learning activities and contribute to school review and development planning
- Contribute to behaviour management within the academy, in accordance with the academy's Behaviour Policy

Support for the School

- During periods when cover is not needed, work under the direction of the Cover Manager e.g., Exam invigilation, support for SSAs, support for Reception etc
- Undertaking and participating in any training as and when required
- The post holder will undertake any other duties commensurate with the grade of the post, in consultation with the line manager

- This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust concerning the post holder's professional responsibilities and duties

Support for School/Academy/Place of work:

- Participation in staff events by arrangement
- Attend Staff Meetings
- Contribute and participate in Trust events and activities where possible
- Develop and maintain effective working relationships with other staff and parents/carers
- Adhere to the Trust values
- Follow school policies, practices and procedures

Data security:

- Act following legal provisions regulating confidentiality and security of data and in under GDPR

Health and Safety:

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Co-operate with the Trust on all issues to do with Health, Safety & Welfare
- Contribute to the maintenance of a safe and healthy environment
- Contribute to the maintenance of a safe and healthy environment

Continuing Professional Development:

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school/academy/place of work efficiency, which may lead to improvements in the day-to-day running of the Trust
- Undertake any necessary and identified professional development taking full advantage of any relevant training and development available, particularly when related to the use of ICT, for data management and record keeping
- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice

Child Protection and Safeguarding

- The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people
- To inform the Child Protection Officer of any issues relating to the safety and well-being of students

The post holder will undertake any other duties commensurate with the grade of the post, in consultation with line manager.

This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

All staff will be subject to an enhanced check with the Disclosure & Barring Service.

Updated: January 2022

Person Specification: Cover Supervisor	Assessment Key: A = Application Form I = Interview		
Education and Qualification	Essential	Desirable	Assessment
Good educational background with GCSE or equivalent in English Language	✓		A/I
Experience	Essential	Desirable	Assessment
Experience of subject background	✓		A/I
Experience of working in the education sector		✓	A/I
Experience of working with young people in a learning environment		✓	A/I
Experience of working as part of a team	✓		A/I
Knowledge, Skills and Abilities	Essential	Desirable	Assessment
Knowledge of using different IT software such as Microsoft Office, Email	✓		A/I
Good interpersonal skills to communicate effectively and professionally with staff, students, parents, and other outside agencies (by phone and in person)	✓		A/I

Ability to establish good working relationships with colleagues	✓		A/I
Ability to work as an individual, as well as part of a team	✓		A/I
Ability to work using own initiative	✓		A/I
Ability to remain calm and professional at all times	✓		A/I
Personal Qualities	Essential	Desirable	Assessment
Highly motivated and enthusiastic	✓		A/I
Committed and reliable	✓		A/I
High professional standards	✓		A/I
Excellent timekeeping	✓		A/I
Child Protection	Essential	Desirable	Assessment
Support the Academy policies on safeguarding and child protection	✓		A/I
Other	Essential	Desirable	Assessment
Flexibility of working hours	✓		A/I

VACANCY FOR COVER SUPERVISOR
Based at Northstowe Secondary College

Salary: Meridian Trust Support Staff pay table, Grade 6, Points 7 – 12 (£25,584 – £27,711 FTE)

Hours of work: 32.5 hours per week, 39 week per year (term time only plus an additional week)

We have an exciting opportunity for a kind, curious and hardworking individual to join our support staff team as Cover Supervisor. Cover Supervisors provide effective supervision of students in the absence of their normal class teacher. Providing clear instructions in the delivery of cover work and maintaining high standards of behaviour from our students.

Northstowe Secondary College was built in 2019 and is the cornerstone of the Northstowe Learning Community, an all-through school from 2024, catering for students aged 4-19. We are also lucky enough to have the Martin Bacon Academy, an area Special School, on our campus that also caters for children aged 4-19. Northstowe Secondary College opened to just 71 students but is now over-subscribed with students in Years 7-11. In September 2024, Northstowe Primary School opened with the first intake of Reception aged children and our Sixth Form Provision welcomed our first young adults into Year 12. The secondary school has grown year on year, and it will continue to grow until it reaches its full capacity of 1,800 places for students aged 11-16, with a further 400 places available for sixth form students.

You will be part of an experienced and growing team of teaching and support staff working to create an inclusive, innovative and aspirational learning environment for the young people and families within the community we serve.

Meridian Trust is a successful multi-academy trust founded on its commitment to people and communities. Our proven approach over more than a decade has elevated us to a respected and admired academy trust, a national leader in education and a source of great pride to the communities we serve. The Trust currently operates 30 schools across Bedfordshire, Cambridgeshire, Peterborough, Lincolnshire and Northamptonshire and has forged strong links within all these communities. We are committed to high quality professional development and career opportunities for all staff. To find out more about the Trust, please visit: www.meridiantrust.co.uk

The Opportunity

- To join an experienced, fun and enthusiastic team of individuals
- To work within the Northstowe community, making a real difference to the experience of our students and families
- Excellent CPD provision for all staff, working in collaboration and sharing best practice across the trust.

The ideal candidate

- Have a good educational background
- Be confident in communicating with staff and students
- Have experience working in the education sector or have sound knowledge of the education system
- Have the ability to work using their own initiative
- Be adaptive and flexible in their approach to work – no two days are the same!

Benefits of working for us:

Meridian Trust offers a wealth of fantastic benefits for teaching and support staff which are highlighted below but are not limited to -

- Apprenticeship and CPD opportunities which allow you to gain specialist knowledge in a role you are passionate about developing in
- Opportunity to jump start your career in teaching through our dedicated Initial Teacher Training Team (ITT)
- Support for mental health and wellbeing through our Employee Assistance Programme and other resources
- Cycle to work scheme
- Defined benefit local government or Teacher's pension scheme
- Healthcare benefits including free eye test vouchers and flu vaccinations
- Free on-site parking
- Discounts on a wide range of benefits from everyday essentials to holidays

To explore our full range of benefits, please visit <https://www.meridiantrust.co.uk/jobs-and-training/benefits/>

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How to apply:

Please submit an application form and a letter of application /supporting statement of at least 1 side of A4 (via the website) outlining why you would like to work for NLC. In line with safer recruitment practices, we are unable to accept CVs. If you have any questions about this process or would like to arrange a visit to the school, please contact Sarah Wakerley, HR Officer on recruitment@northstowe.education

Closing date for applications is **Friday, 31st January 2025 (by 8am)**. However, early applications are encouraged because applicants will be shortlisted and invited for interview as they apply.

Interview dates to be arranged.

The Trust is committed to diversity and inclusion and equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, race, religion or belief and marriage and civil partnerships.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments will be subject to pre-employment checks, including an enhanced check with the Disclosure & Barring Service (DBS), as well as online searches.