Braunton Academy

BRAUNTON ACADEMY
ASPIRE & ACHIEVE

Cover Supervisor
Required as soon as possible

Closing date: 9am on Monday 7th December 2026

NJC Grade D (£14.36 to £15.31 per hour)

30 hours per week x 38 weeks per year

Braunton Academy is rated 'Good' by Ofsted March 2025

Barton Lane
Braunton
North Devon EX33 2BP
Tel: 01271 812221
Academy Website: www.braunton.academy
Email applications: recruitment@braunton.academy
Principal: Mrs F Bowler
Students: Aged 11-16 number on roll: 820

BRAUNTON ACADEMY
ASPIRE & ACHIEVE

November 2026

Dear Candidate

RE: Cover Supervisor

Thank you for expressing an interest in the position of Cover Supervisor within Braunton Academy. I hope that you find the enclosed information useful in forming your views of our exceptional Academy and the uniquely calm, community life we lead here at Braunton.

Braunton Academy is a true learning community, which passionately believes in empowering its staff in order to empower its students. As a respected and trusted centre of the local community, we are committed to providing the very best of education to the children of Braunton and its surrounding villages, shaping all of our futures. Supporting both students and their parent/carers, our central aim is to build strong partnerships that recognise and respect the value of learning, investing in and reigniting that true love of learning for all that it can offer our community and provide for our children as masters of their own destiny.

As a school we are keen to be at the forefront of education and our innovative work is helping to create learners who are truly independent and will be able to thrive in the twenty-first century. We believe that it is important to concentrate on what happens in the classroom and our school planning ensures that students receive outstanding lesson experiences.

This is an exciting position for a suitably qualified candidate, and you will be part of both a forward thinking and hugely successful department. Our Academy has a great history with our community, one of longevity and of success. Please find enclosed the following information to help you formulate your application:

- Advertisement
- Person Specification
- Job Description
- Academy Mission Statement on Learning and Leadership
- Braunton Academy Application Form

Our strongest resource is our staff and therefore we require passionate, rigorous and dedicated professionals to help guide our Academy within the 21st Century. Braunton Academy is a place where everyone is supported to succeed, and it is a delightful place to learn and to work.

I hope that your research leads you to the conclusion that you wish to be a part of our team and, if this is the case, I look forward to receiving your application and working alongside you through this recruitment process.
Yours sincerely

Fay Bowler
Principal

BRAUNTON ACADEMY
ASPIRE & ACHIEVE

Braunton Academy

VACANCY FOR A COVER SUPERVISOR TO START AS SOON AS POSSIBLE

Payscale: Grade D (£27,709 to £29,542 FTE per annum) actual salary pro rata

30 hours a week x 38 weeks per year

An opportunity has arisen for a Cover Supervisor at this mixed 11-16 semi-rural school on the beautiful North Devon coast.

Braunton Academy is a thriving school, which sits at the heart of its community and is surrounded by beautiful countryside and some of the country's most stunning beaches: A fantastic place for our children to live and learn.

It would be an advantage for the successful applicants to have previous experience within a similar environment.

We are seeking a motivated and committed individual, with the ability to provide cover for lessons when teachers are absent, ensuring that learning continues smoothly. You will need to be able to manage a classroom confidently, have excellent communication skills and be able to be flexible.

Closing date: 9am on Monday 7th December 2026.

An Application Pack and a Braunton Academy Application Form is available from our school website at www.braunton.academy – under the Work With Us section.

If you believe you have the ability, skills and qualifications to fulfil this post, please complete the application form and email it to: recruitment@braunton.academy by the closing date. Please note, if you have not heard from us by Friday 11th December 2026 then you have been unsuccessful on this occasion.

Please note, we do not accept CVs

Safeguarding: Braunton Academy is committed to safeguarding the welfare of its students therefore an online check of publicly available information will be completed to assess shortlisted candidates' suitability to work with children. The successful applicant will also be subject to an enhanced Disclosure and Barring Service check (DBS) and full identity and qualification checks. Please refer to the Child Protection Policy on our Academy website https://www.braunton.academy/policies

BRAUNTON ACADEMY
JOB DESCRIPTION
COVER SUPERVISOR

Reporting to:	The Vice Principal
Payscale:	NJC Grade D Spine Point 8 to 12
Hours:	30 hours a week, Monday – Friday (term-time only)
Work Pattern:	Lessons 8.45am to 3.15pm
	Morning break 10.45am to 11.05am
	Lunch break 1.05pm to 1.45pm
	An additional lunchtime duties contract available if desired
Job Purpose:	To provide efficient and effective cover for lessons in the absence of teaching staff.

KEY RESPONSIBILITIES

At the start of each day:

- Collect the day's cover sheets.
- Work for the lesson(s) will be provided either with the cover admin sheet or in the teaching room.
- Attend whole staff briefings in Staffroom from 08.30 – 08.40 am.

Main Role – Lesson supervision for absent staff

- Arrive promptly to cover lessons.
- Ensure orderly entry to the room and check that students are properly dressed and equipped to start the lesson.
- Check attendance.
- Give instructions on work left by absent teacher or Head of Department to the class both verbally and visually (using Powerpoints as provided) and state the learning aims of the lesson.
- Arrange the distribution of resources as required.
- Draw on the expertise of other adults in the classroom where appropriate, e.g. Teaching Assistants, Trainee Teachers.
- Keep students on task.
- Deal with any serious behaviour problems in line with Academy sanctions.
- Be prepared to improvise if required; seek help from member of staff specified on proforma if necessary.
- Follow end of lesson requirements from the lesson instructions including any homework instructions.

- Provide a brief written report of progress made by students and any problems experienced during the lesson to the Cover Administrator, or as instructed.

- Engage actively with students throughout the lesson, showing interest and keeping them on task.
- Rewarding and sanctioning students using ClassCharts.

For any lesson you are not required to cover:

- Carry out the subsidiary tasks / roles agreed with the Vice Principal, which could include supporting other teachers in classrooms, tasks or supervision duties, preparation of resources, photocopying, administrative tasks.

Other expectations

- Attend regular training sessions as required.
- Meet regularly with the Vice Principal / Principal, as required.
- Observation will be carried out at least once per half term during the first term and termly thereafter.
- Time in the lesson is spent with student activities, not own work etc.

Safeguarding Statement:

Braunton Academy is committed to safeguarding the welfare of its students and expects all staff to share this commitment.

This document outlines the duties required for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility.

Your role helps to raise student achievement by providing a quality space for students to eat healthily in a relaxed safe environment. Relaxed and well fed students succeed.

Braunton Academy
Cover Supervisor
Person Specification

Evidence source:

AF = Application Form
LO = Lesson Observation
I = Interview
R = Reference

QUALIFICATIONS AND TRAINING	
Essential	**Evidence**
1. 5 GCSEs at grades 4 /5 and above (grade C and above) or equivalent including English and Maths 2. Good general level of education, A-levels or equivalent Level 3 qualifications. 3. Willingness to participate in professional development.	**AF**
Desirable	
4. Teaching Assistant qualification or equivalent 5. Degree qualified 6. NVQ in Supporting Teaching and Learning or equivalent 7. Qualified teacher status	**AF**
PROFESSIONAL SKILLS AND EXPERIENCE	
Essential	
1. Good literacy, numeracy and communication skills. 2. Ability to apply behaviour management policies and strategies to contribute to a purposeful learning environment.	**AF + I + R**
Desirable	
3. Previous experience of working as a cover supervisor, teacher or teaching assistant. 4. Basic understanding of the national Key Stage Curriculum 5. Knowledge of child development and learning. 6. Experience of working in a school or working with children and young people. 7. Experience of managing pupil behaviour in line with school policies.	**AF + I + R**
ABILITIES	
Essential	
1. Self-motivated, ability to cover a wide range of lessons, working with minimum supervision and within the context of supporting teaching staff.	**AF + I + R**
2. To undertake classroom supervision including an active role in the delivery of the lesson planned by the absent teaching staff.	
3. The confidence to manage a class of mixed ability pupils.	**AF + I + R**
4. The commitment to work in a positive, diverse and inclusive school ethos which values each individual and challenges any form of discrimination.	**I + R**
5. Good organisational skills and the ability to have a flexible and adaptable approach.	**I + R**
6. Ability to remain calm and resilient whilst working under pressure and the ability to be highly flexible, prepared to adapt to the demands of busy school life.	**I + R**
COMMITMENT	
Essential	
1. The promotion of Braunton Academy as a centre of excellence	**I**
2. Equal opportunities for all in the widest context.	**1**

3. Inclusion and the right for all to fulfil their potential.	**1**
4. Willingness to undertake training, as required.	**AF + I**
PERSONAL ATTRIBUTES	
Essential	
1. Ability to work both under own initiative and also as part of a professional team with the ability to self-evaluate.	**I + R**
2. Well-developed interpersonal skills.	**AF + I + R**
3. Strong communication skills and dedication to establishing positive relationships with pupils.	**I + R**
4. Be flexible, adaptable and maintain high levels of energy and enthusiasm.	
5. Display commitment to the protection and safeguarding of children and young people.	**I + R**

BRAUNTON ACADEMY
MISSION STATEMENT ON LEARNING AND LEADERSHIP

LEARNING

Learning enables individuals to change and to grow, becoming independent and confident. The Academy has a commitment to improving the quality of Learning by :

- preparing people for their futures by :
  - encouraging creative thinking and reasoning
  - instilling self-confidence and self-esteem
  - developing Communication, Literacy, Numeracy and IT skills
  - encouraging life-long learning and problem solving
- recognising that individuals learn in different ways by :
  - using a variety of learning and teaching styles
  - changing the learning process according to need
  - providing opportunities for success for all
  - appreciating that learning is interactive
  - being adaptable and flexible
  - enthusing, challenging, stimulating and inspiring
  - nurturing and supporting
  - making learning fun and enjoyable
  - provide opportunities for independent and interdependent learning
  - understanding the learning process
- checking the effectiveness of learning by :
  - being clear about the learner's starting point
  - using a variety of assessment techniques
  - using assessment data constructively
  - seeking learner feedback
  - encouraging self-evaluation
- supporting the learning process by :
  - ensuring a safe, well-resourced environment
  - using the community to enhance learning
  - creating an atmosphere which is conducive to learning
  - having high expectations of all

Learning is for <u>all</u> members of the Academy community

LEADERSHIP

Leadership ensures the Academy's commitment to improving the quality of students' learning by:

- developing a shared **vision** and evaluating progress
- sustaining a **culture** which :
  - respects and values all its members

- is open and accessible
- develops individuals and teams
- challenges and motivates
- listens and responds

- sharing and communicating :
  - a love for **learning**
  - an understanding of how people learn
  - the belief that learning never stops

- actively engaging with the **community** by :
  - encouraging and enabling community involvement by students and staff
  - welcoming the community into Braunton Academy
  - developing business links
  - promoting the work and values of the Academy
  - supporting the life of the community

Leadership is not confined to a few people. It is a quality which is to be encouraged in all members of the Academy.

MANAGEMENT

Management ensures the Academy's commitment to improving the quality of students' learning by:

- **deploying people, time and resources to :**
  - provide the highest quality learning and teaching
  - provide pastoral support for students and staff
  - monitor and evaluate the work of the Academy
  - ensure responsible behaviour
  - ensure a safe, secure and attractive environment
  - work with the community

- **using structures and systems which :**
  - are effective and efficient
  - define roles and responsibilities
  - define lines of support and accountability
  - ensure legal requirements are met
  - are simple and unbureaucratic
  - enable decisions to be taken at appropriate levels
  - use effective communication
- **providing value for money**

Management is not confined to a few people. It is exercised by all members of the Academy.