

Cover Supervisor/ Professional Assistant

Term Time Only

Band G, points 8 to 13 (£26,824 - £29,064)

(Actual Pro Rata Salary £23,071 - £24,999)

For September 2026

Application pack contents

- Welcome from the Principal, Emily Wheller
- Advert
- Details of how to apply
- A job description
- A person specification

“Grace Academy Coventry is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.”

Welcome from the Principal

Thank you for taking the time to read the information regarding our current vacancy. We hope you find the information you are looking for and that you develop an understanding of the atmosphere, vision, ethos and aims of Grace Academy.

Grace Academy is a welcoming and caring community where our core values of Limitless Potential, Intentional Excellence, Mutual Respect, Genuine Integrity and Amazing Grace based on Christian values, run through all we do. Our Values are central to our ethos, day-to-day curriculum, extra-curricular activities and pastoral structures. We aim to be aspirational and proud of who we are. We believe that all our students should be happy and safe and have the Limitless Potential to succeed.

We have amazing students here at Grace who deserve the best possible life chances. We encourage students to be praised and recognised whilst at the same time being challenged to meet our expectations.

At the centre of all we do is the focus of what is best for our students; we not only focus on the academic excellence of students but also work with students on supporting them to be the best human beings they can be. Our team pride ourselves on making decisions from a position of integrity. As parents ourselves, we strongly believe that if it is not good enough for our children, then it is not good enough for Grace students. This is even more important in the current climate, as we put student wellbeing and aspirations at the heart of what we do. We believe it is important for all students leaving Grace Academy to have the self-belief and qualifications they need in order to follow the path they have chosen; that students do not limit themselves and that staff and parents work together to support them in raising their expectations and aspirations.

We value our staff and pride ourselves on our caring ethos with a strong and genuine focus on staff wellbeing. We are committed to developing our staff at all stages of their career, both internally and externally.

We have a friendly, innovative and exciting community in which to work and offer a variety of attractive benefits, such as an onsite gym and use of the sporting facilities, free eye care vouchers, refreshments available throughout the day, free lunches when on duty and the opportunity to be a part of the Staff Wellbeing and Workload Committees.

Grace Academy joined the TOVE Learning Trust in April 2019. We are a close-knit family of schools that have a shared vision and purpose: to deliver outstanding educational experiences that lead to inspiring outcomes. Each academy has a strong individual identity and tailors their educational provision to serve their local community. Academies within the Trust collaborate to share expertise and maximise opportunities and experiences for our staff and students.

I hope that through reading the information pack, visiting our website, social media and reading our most recent Ofsted report you will be encouraged to apply for a position at Grace Academy.

Thank you for your interest in this post and we look forward to hearing from you.

Yours faithfully,

Mrs E Wheller
Principal

Job Advert

An exciting opportunity has arisen for an enthusiastic and well organised Cover Supervisor/Professional Assistant with good communication skills to join the Grace family. The individual will be responsible for providing high quality supervision of students during lessons when a member of staff is absent on a term-time only basis. This is an ideal opportunity for a candidate to play a key role in ensuring the smooth running of the cover provision of the Academy ensuring the success of our students. You will have good classroom management skills to be able to respond to questions and generally assist students to undertake set activities.

Key responsibilities of the role will include:

- Supervise cover lessons and registration for absent teachers.
- Provide a safe and controlled environment that allows students to complete the work that has been set to cover the class teacher's absence.
- Collect work that has been set by the Head of Department or sent in by the absent teacher and use this work when supervising a class.
- Manage student behaviour and use the Academy's Behaviour for Learning procedure as necessary.
- Collect completed work from lessons and ensure this is given to the Head of Department, or other subject teacher.
- To be attached to one or two faculties; supporting individuals, groups of students or teachers.

We are a welcoming and caring community where our core values of Limitless Potential, Intentional Excellence, Mutual Respect, Genuine Integrity and Amazing Grace based on Christian values, run through all we do. It is central to our ethos, day-to-day curriculum, extra-curricular activities and pastoral structures. Here at Grace Academy we not only focus on the academic excellence of students but also work with students on supporting them to be the best human beings they can be.

We have high expectations for all those involved in the education of children. It is important that all students leaving Grace Academy have the qualifications they need in order to follow the path they have chosen; that students do not limit themselves and that staff and parents support them in raising their expectations and aspirations.

We pride ourselves on our caring ethos with a strong and genuine focus on staff wellbeing, putting development and wellbeing at the heart of our work. We work hard to look after our pool of talented staff who are encouraged to grow, develop and work collaboratively.

We offer:

- A friendly, innovative and exciting community in which to work;
- A vibrant learning environment where students are ready and focused on learning;
- Professional development led by our 'Cultivating Excellence' structure to support a coaching culture across the Trust to enable staff to be the best they can be;
- Opportunities for training and development through the teaching school based at Sponne School;
- Access to an internal market for promotions within the growing group of TLT academies;
- Pension schemes for both teaching and support staff;
- Mediacash Health Plan which provides employees with access to a range of healthcare expenses covered within the Level 1 Policy (policies can be upgraded at your discretion);

- Use of the onsite gym and sporting facilities;
- Free lunch when undertaking a duty;
- Free refreshments in the staffroom to access throughout the day;
- Staff wellbeing/workload committees who help to support staff wellbeing and organise social events;
- Employee Assistance programme which provides free counselling and wellbeing packages;
- Free Eye care vouchers and annual flu vaccinations;
- Free work laptop and use of up to date IT equipment;
- Plenty of on-site parking.

The Trust schools have a shared vision and purpose: to deliver outstanding educational experiences that lead to inspiring outcomes. Each academy has a strong individual identity and tailors their educational provision to serve their local community. Academies within the Trust collaborate to share expertise and maximise opportunities and experiences for our students.

How to apply:

Please read through the information in the pack carefully and please do not hesitate to contact the Academy if you would like to arrange a pre-application visit – we strongly welcome this. If you cannot make a visit, then please feel free to phone us to talk about the post.

Visits to the school or an informal confidential discussion can be arranged via Sarah McAdam (Principal's PA) at sarahmcadam@graceacademy.org.uk or on 02476 589 000.

You should ensure that you have completed all sections of the application form. Please submit your letter of application with no more than two A4 sides, plus your application form to Sarah McAdam via email at sarahmcadam@graceacademy.org.uk by **Sunday 21st June 2026**.

The Academy is committed to safeguarding children. The successful applicant will require an enhanced DBS check and will be required to disclose any previous spent convictions or cautions.

In line with the recommendation in KCSIE 2022, Tove Learning Trust adopts the policy of requiring all new staff who join to have a DBS check and immediately become a member of the update service. This requirement is a contractual obligation and further information will be provided to successful applicants.

Job Description

Post Title	Cover Supervisor / Professional Assistant
Reporting to	Member of the Academy Leadership Team
Working Time & Location	37 hours per week Term Time Only Monday-Thursday 8:00am until 4:00pm, Friday 8:00am until 3:30pm Based at Grace Academy Coventry
Contract Type	Permanent
Salary	Grade G, points 8 to 13 (£26,824 - £29,064) Actual Pro Rata Salary £23,071 - £24,999
Purpose	Grace Academy Coventry is a secondary Academy with approximately 1034 students. Grace Academy Coventry has been part of Tove Learning Trust (TLT) since April 2019. The role of the Cover Supervisor is to cover for absent teachers according to the changing daily cover requirements, ensuring that students are engaged in pre-set work, managing student behaviour and ensuring a safe learning environment.
Key Responsibilities	<ul style="list-style-type: none"> ● To supervise cover lessons and registration for absent teachers. ● To provide a safe and controlled environment that allows students to complete the work that has been set to cover the class teacher's absence. ● To be attached to one or two faculties; supporting individuals, groups of students or teachers.
Main Duties	<ul style="list-style-type: none"> ● To be familiar with the cover work set and the resources required prior to the lesson. ● To greet the class, settle the students and take an attendance register. ● Collect work that has been set by the Head of Department or sent in by the absent teacher and use this work when supervising a class. ● To explain the work to be completed and ensure all students have the necessary resources. ● To help and support individual students as appropriate. ● To maintain discipline within the classroom ● Manage student behaviour and use the Academy's Behaviour for Learning procedure as necessary and follow up any issues from the lesson. ● Collect completed work from lessons and ensure this is given to the Head of Department or other subject teacher. ● To feedback on the progress made with the work and any other relevant issues to the Head of Department. ● To be linked with one or two faculties and be familiar with their staffing, resources and environment. ● To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team. ● To carry out administrative tasks as requested by the Head of Faculty.

- To support general school administration when demand for cover is low.
- To support individuals or groups of students as directed by the Head of Faculty.
- To invigilate for internal and external exams as directed by the Exams Officer.
- To be an amanuensis for external exams as directed by the Exams Officer.
- In a controlled environment, to supervise students who have been isolated from their peers as a behaviour sanction.
- To take part in whole school INSET activities to enhance job effectiveness.
- To accompany students on trips, visits and other educational activities.
- To undertake a 'duty' as part of the school's duty system (including break and lunch).
- Support the work of classroom teachers when not deployed directly covering a class.
- To act as a First Aider, for which training will be provided and an extra allowance payable upon qualification.

To carry out any other duties and responsibilities within the range of the salary grade.

Person Specification

	Essential	Desirable
Qualifications / Experience	<ul style="list-style-type: none"> Recent relevant professional development 	
Key competencies	<ul style="list-style-type: none"> Ability to give clear and strong leadership and support Ability to think strategically and successfully implement agreed strategies Ability to analyse and solve complex issues with an eye for detail Ability to delegate effectively Ability to work effectively with staff, students, governors, parents and the community Ability to work with, manage and lead a team of tutors Ability to liaise and work with other middle leaders to promote the education of all children Ability to inspire and lead a year group through the Academy Ability to use VA data to promote learning and to set targets appropriate to pupils' abilities and needs Ability to liaise with outside agencies 	
Personal qualities	<ul style="list-style-type: none"> High levels of drive and energy High levels of interpersonal skills Commitment to comprehensive education and high student expectations Ability to reach and justify difficult decisions Ability to set and achieve challenging, but realistic goals for staff and for students Ability to support, motivate and inspire others Sense of humour, good listener, positive outlook Ability to work as part of a team 	
Professional knowledge and understanding	<ul style="list-style-type: none"> Special educational needs, code of practice (revised) etc. Child protection issues Strategies for Academy improvement Strategies for developing effective teaching/learning Strategies for ensuring good behaviour 	<ul style="list-style-type: none"> Work related and vocational curriculum and proposed changes 14- 19

	<ul style="list-style-type: none">• Data analysis and Target Setting	
--	--	--