Cover Supervisor

Downham Market Academy

Cover Supervisor Part-time/Permanent

Salary range: Scale 4: Point 7-11

Required: January 2027

Working Hours: Monday to Friday (flexible working to cover the school hours 11am to 3pm)

Overview

We are seeking a dedicated and enthusiastic Cover Supervisor to join our educational team. The role is 15 hours per week for term time plus one week. As a Cover Supervisor, you will play a vital role in maintaining a positive learning environment in the absence of the regular teacher. Your primary responsibility will be to supervise students, ensuring that they remain engaged and focused on their work while fostering an atmosphere conducive to learning. This position is ideal for individuals who are passionate about education and have experience working with children, particularly those with special educational needs.

Responsibilities

- Supervise and manage classroom activities in the absence of the regular teacher.
- Ensure that students follow school policies and maintain discipline.
- Communicate effectively with students to provide guidance and support.
- Educate students on assigned tasks and assist them in understanding their work.
- Provide tutoring support as needed, particularly for those requiring additional assistance.
- Foster an inclusive environment for all students, including those with autism and other special educational needs.
- Mentor students, encouraging their personal development and academic growth.
- Collaborate with teaching staff to implement lesson plans and adapt them as necessary.
- Engage in creative writing activities to stimulate student interest and participation.
- Support the behaviour team as and when required.
- To support any pastoral needs as directed by the senior leadership team.

Experience

The ideal candidate will possess the following skills and experience:

- Proven experience working with children in an educational setting.
- Strong communication skills, both verbal and written.
- Background in tutoring or mentoring, particularly for students with special educational needs.
- Experience or knowledge of working with individuals on the autism spectrum is highly desirable.
- A creative approach to engaging students in their learning process.
- Ability to adapt teaching methods to meet diverse learning needs.

If you are passionate about education and ready to make a difference in the lives of young learners, we encourage you to apply for this rewarding role as a Cover Supervisor with Pastoral Support.

Downham Market Academy can offer you:

• An aspirational culture where students and staff are encouraged to maintain high standards and be at the forefront of education

• Students who are ambitious, polite and hard-working

• The chance to contribute to planning an inspirational and knowledge-rich curriculum that is inclusive and enhanced by opportunities to learn outside the classroom

• A supportive and collaborative staff body that works closely with colleagues in other schools within our Trust

• Excellent facilities and equipment where all staff have their own laptop; students have their own iPad to use in lessons and at home and where the school community makes excellent use of IT to communicate, collaborate and learn more effectively

• A commitment to providing extensive and tailored CPD that allows all our staff to flourish

• A wellbeing package including reduced gym membership rates, partnerships with local restaurants, cycle to work scheme and a comprehensive mental health service

Whilst there is a published closing date for this vacancy, if a suitable number and calibre of applications are received in advance of this, we reserve the right to close the advert early and invite candidates for interview. Therefore, we strongly advise interested candidates to apply early to avoid disappointment.

Our Trust is committed to equal opportunities, to safeguarding and the promotion of the welfare of children, young people and vulnerable adults. All staff are expected to share this commitment and undergo the appropriate checks. All positions within the Trust are subject to enhanced DBS checks and satisfactory references. We do not accept applications by CV.

We welcome informal visits or discussions from potential candidates prior to application, to arrange please contact Kate Coupland on 01366 389124.

Downham Market Academy Safeguarding Policy: https://dma.tela.org.uk/safeguarding-policy

All shortlisted applicants should expect to be called for interview no more than 5 working days after the closing date. If you have not heard from us by then you can expect your application to be unsuccessful.

Application deadline: 16/11/2026