BROMLEY TRUST ACADEMY

CANDIDATE PACK

Cover Supervisor



Start date:
ASAP

Location:
Hayes Lane,
Bromley BR2 9EA

LONDON SOUTH EAST ACADEMIES TRUST

About Us

BROMLEY TRUST ACADEMY

We provide education and support for 11-16 year olds who are at risk of being, or have been, permanently excluded from school. We work with these young people to identify and remove barriers to learning, so that where possible they can return to a mainstream school or access a specialist school setting if more appropriate.

Our staff are dedicated, caring professionals who provide unconditional support and positively challenge pupils to be the best they can be. We have high standards and expectations of pupils, working closely with them and their parents/carers.



LONDON SOUTH EAST ACADEMIES TRUST

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About the Trust



Our school is part of London South East Academies Trust - a multi academy trust sponsored by London South East Colleges. In 2024 the Trust was formally recognised and awarded as the TES Small Trust of the Year.

Our vision is to create a future where every child, in every school, can flourish every day.

- Give all children an inspirational school offer
- Ensure the educational achievement of every child and young person entrusted to us.
- Have a relentless focus on accelerating learning
- Reward ambition and high aspirations through all of our schools

Read more on the trust website: LSEAT.co.uk

LONDON SOUTH EAST ACADEMIES TRUST

We believe in securing the best for all our pupils, with inclusion and cohesion at the heart of our school's ethos. We aim to raise standards by supporting the development of every child as a reflective pupil, striving to ensure that everything we do has a positive impact on them.

We are proud of our record in promoting equality for all. We offer a happy, secure and stimulating learning environment in which the whole school community can grow in confidence and develop to their full potential.

Our Values

As a school, we believe that we 'decide' our own futures:

Discovery – every day we try to discover new things

Endeavour – try hard everyday

Community – believing in our communities and being leaders there

Independence – become independent pupils

Decisions – making sensible decisions

Everyday – doing all of the above, everyday

BROMLEY TRUST ACADEMY

Job Description

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Job title: Cover Supervisor

Salary: Unqualified on the Outer London Payscale

Contractual Hours: 30 hours a week

Tenure: Permanent

Responsible to: Assistant Headteacher / Head of School

General Responsibilities

- Promote equality, diversity and inclusion in all aspects of practice.
- Maintain high standards of professionalism, attendance and punctuality.
- Comply with Health and Safety policies and risk assessment procedures.
- Use school information systems and technology effectively.
- Undertake such other duties as may reasonably be requested by the Headteacher or Senior Leadership Team consistent with the nature and grade of the post.



Do you have the skills, resilience and commitment to make a real difference to the lives of young people?
We are seeking an enthusiastic and dedicated Cover Supervisor to join our Alternative Provision team. This is a rewarding opportunity to support vulnerable learners, deliver pre-planned lessons, promote positive behaviour and help students overcome barriers to education.

The successful candidate will:

- Build positive relationships with young people
- Support students with SEND, SEMH and additional needs
- Deliver engaging learning activities across a range of subjects
- Use trauma-informed approaches to support behaviour and wellbeing
- Help students achieve positive academic, social and emotional outcomes

This role would suit candidates with experience in education, youth work, alternative provision, mentoring or pastoral support, particularly those considering a future career in teaching.

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Job Description

Main Purpose of the Role

To provide high-quality classroom supervision, learning support and pastoral care for students accessing Alternative Provision, enabling them to achieve positive academic, social and emotional outcomes. The post holder will deliver pre-planned lessons, supervise learning activities, manage behaviour positively and support students to engage successfully in education.

The Cover Supervisor will contribute to a safe, supportive and inclusive learning environment that removes barriers to learning, improves attendance, promotes positive behaviour and supports students in achieving their individual goals. They will work collaboratively with families, schools, external agencies and colleagues to improve outcomes for vulnerable learners.



Key Responsibilities

Learning Support and Classroom Supervision

- Supervise whole classes during the short-term absence of teaching staff.
- Deliver pre-planned lessons and learning activities across a range of subjects and key stages.
- Support students to remain engaged with learning and complete set work.
- Adapt resources and activities to meet the needs of individual learners where appropriate.
- Promote high expectations for learning, behaviour, attendance and personal development.
- Monitor, record and report on student engagement, behaviour and progress during lessons.
- Support the implementation of Individual Education Plans (IEPs), Personal Support Plans and EHCP outcomes.
- Provide targeted support to individuals and small groups to help overcome barriers to learning.
- Support literacy, numeracy and communication development across the curriculum.
- Use a range of strategies to re-engage learners who have experienced disruption to their education.
- Assist teaching staff in preparing learning materials and activities where required.
- Contribute to educational visits, enrichment activities and alternative curriculum provision as appropriate.

Behaviour, Inclusion and Personal Development

- Create a positive, respectful and trauma-informed learning environment.
- Implement behaviour support strategies consistently in line with school policy.
- Develop effective professional relationships with students whilst maintaining appropriate boundaries.
- Support students to develop resilience, emotional regulation, self-esteem and positive attitudes towards learning.
- Promote students' personal development, including preparation for adulthood, employability and citizenship.
- Act as a key worker, mentor or tutor where required.
- Encourage attendance, punctuality and active participation in school life.
- Celebrate student achievement and recognise progress.

Safeguarding and Welfare

- Safeguard and promote the welfare of children and young people at all times.
- Maintain an up-to-date understanding of statutory safeguarding guidance, including Keeping Children Safe in Education.
- Identify, record and report safeguarding concerns promptly and accurately using school procedures.
- Contribute to multi-agency meetings and support plans where required.
- Maintain accurate, confidential and professional records relating to student welfare.
- Support students who may be vulnerable due to SEND, SEMH needs, exclusion, attendance concerns or other barriers to learning.

Attendance and Engagement

- Promote excellent attendance and punctuality.
- Monitor attendance concerns and communicate concerns to relevant staff.
- Work proactively with families, external agencies and colleagues to improve student engagement.
- Support intervention strategies aimed at reducing persistent absence.
- Assist with reintegration planning and transition arrangements for students returning to mainstream education or progressing to post-16 destinations.

Partnerships and Stakeholder Engagement

- Develop positive relationships with parents, carers and families.
- Liaise effectively with commissioning schools, local authorities and external agencies as required.
- Work collaboratively with pastoral, SEND and safeguarding teams to ensure coordinated support for students.
- Support transition and reintegration arrangements with partner schools and colleges.
- Participate in multidisciplinary meetings, annual reviews and professional discussions as required.

Quality Assurance and School Improvement

- Implement agreed school policies and procedures consistently.
- Support the school's readiness for Ofsted inspections and quality assurance activities.
- Participate in performance management, professional development and training.
- Keep up to date with developments in safeguarding, SEND, behaviour support and alternative provision practice.
- Contribute positively to the wider life of the school.

What we offer

- Friendly, enthusiastic, delightful pupils and students who teach us something new every day
- A committed and caring staff team who support and develop each other
- A proactive and supportive SLT who are actively mindful of workload
- A collaborative approach to planning and problem-solving
- A comprehensive induction and an ongoing extensive CPD programme
- Opportunities to develop your skills and talents
- Small class sizes with high staff/pupil ratio
- Advantages of belonging to a multi-academy trust, e.g. discounts on gym and wellbeing services, access to free and confidential Occupational Health and Employee Assistance Programmes
- Excellent Pension Schemes - Including employer contributions to the Teachers' Pension Scheme, Local Government Pension Scheme, or Nest.
- Professional Development - Access to high-quality training, leadership development, and career progression opportunities
- Employee Assistance Programme - Providing free, confidential support.
- Travel Support - annual season ticket loan and cycle-to-work scheme.
- Well-being and Lifestyle Benefits - including access to gym discounts, discounts in our in-house college restaurant, and reduced-price hair and beauty treatments.
- Free Onsite Parking - available at our schools.
- Free mortgage and financial advice - Get 15% off wills with Radnew and Mortgages.

Safeguarding Statement

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to enhanced DBS clearance, satisfactory references, online checks and all relevant pre-employment screening in accordance with statutory guidance.

Person Specification

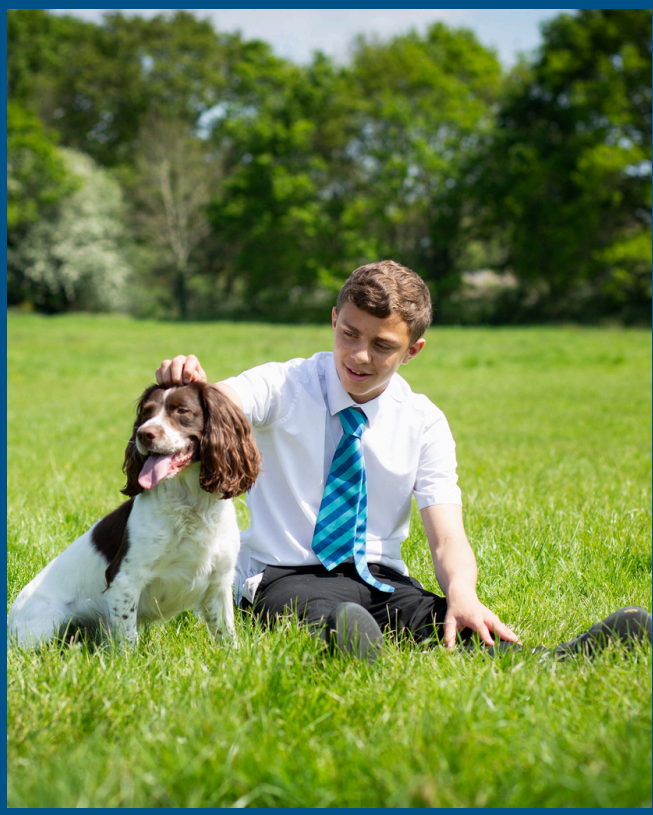
Qualifications	Essential	Desireable
GCSE English and Mathematics (Grade C/4 or above) or equivalent	√	
Relevant Level 3 qualification or equivalent experience	√	
Commitment to ongoing professional development	√	
Experience	**Essential**	**Desireable**
Experience working with secondary-aged students	√	
Experience supporting students with SEND, SEMH or additional learning needs	√	
Experience managing challenging behaviour positively and effectively	√	
Experience working within an educational, youth work or alternative provision setting	√	
Experience working collaboratively with families and external agencies	√	
Knowledge	**Essential**	**Desireable**
Understanding of safeguarding legislation and statutory guidance	√	
Knowledge of behaviour management and trauma-informed approaches	√	

Understanding of SEND and inclusive practice	√	
Awareness of barriers faced by vulnerable and disadvantaged students	√	
Understanding of the role of Alternative Provision in supporting student outcomes	√	
Skills	**Essential**	**Desireable**
Excellent classroom supervision and behaviour management skills	√	
Strong communication and interpersonal skills	√	
Ability to motivate and engage disengaged learners	√	
Effective planning, organisation and time management skills	√	
Ability to remain calm and resilient in challenging situations	√	
Ability to work collaboratively as part of a multidisciplinary team	√	
Other Qualities	**Essential**	**Desireable**
Experience working within an Alternative Provision, PRU or specialist setting		√
Mental Health First Aid, Thrive, Team Teach, PRICE or equivalent training		√
Experience of reintegration and transition programmes		√
Experience delivering intervention programmes or vocational learning activities		√
Aspiration to progress towards teacher training or qualified teacher status		√

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How to apply

If you wish to discover more about this exciting opportunity, request a copy of this candidate pack or an application form, please view our vacancies page here.



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