



# Ark Alexandra Academy

## Cover Supervisor

<b>Reporting to:</b>	Senior Vice Principal
<b>Location:</b>	Ark Alexandra Academy, Hastings, East Sussex
<b>Contract:</b>	Permanent
<b>Working Pattern:</b>	Full-time (36 hours), term time only (39 weeks per year)
<b>Start date:</b>	As soon as possible
<b>Closing date:</b>	23:59 on 29 September 2025
<b>Salary:</b>	Ark Outside London Support Scale 6, points 8-19: £25,992 - £31,067 (pro rata)
<b>Actual starting salary:</b>	£22,357.48

*The school reserves the right to withdraw this advert if a suitable candidate is appointed before the closing date. **Applicants are strongly encouraged to apply early for this role to avoid disappointment.***

### Ark Alexandra

Ark Alexandra is a large secondary academy in Hastings, East Sussex. As a Church of England school, our values of faith, excellence and kindness underpin our ethos, culture and behaviour. We have an inclusive admissions policy that welcomes, without preference, students of all faith and none. We believe that everyone deserves to be accepted, included, and empowered to live a purposeful and fulfilling life.

Our vision is to provide all members of our community with the opportunities to engage with 'life in all its fullness' (John 10:10). This will be achieved through the highest quality of education that a truly great school will provide. We are committed to striving for excellence and inspiring our students to fulfil their potential. Our faith underpins our aim for all students to have the widest possible life choices. By knowing every student, demonstrating kindness, we will inspire every member of Ark Alexandra to have a positive impact on the community around them.

We continuously strive to maintain and further develop a safe, calm and purposeful environment, in which all children feel happy, secure and respected. Our commitment to safeguarding is further detailed in our Safeguarding and Child Protection Policy which can be found on our website [here](#). Joining our school team is an excellent opportunity for a proactive person who wants to make a lasting difference to the communities they serve.

Our school is on an exciting rapid upward trajectory. Ark Alexandra operates as one school across two smaller 5-6FE campuses. This creates the dual benefit of working within a small school family setting, whilst providing unique opportunities for growth, development and career opportunities that exist in a large school model.

We take a traditional and research-based approach to education with a primacy placed on cognitive science, scholarship and what the best schools do. We are a no-nonsense school where staff can focus their efforts on teaching great lessons. Our focus on extra-curricular activities including DofE (bronze to gold), Army Cadet Force and reward trips ensures our students benefit from a range of exciting opportunities.

## How is Ark Alexandra different?

- We are part of the Ark family of schools and benefit accordingly from outstanding networking and career opportunities and first-class CPD.
- Staff wellbeing is one of our main priorities. We have an 8.00am - 6.00pm/weekend work-related communication curfew to ensure our staff can maintain a work/life balance.
- Our systems and processes for communication and assessment are streamlined, research led and based on the needs of our local context.
- Behaviour for learning is always a high priority so our teachers can focus their time on the things that matter – planning and delivering brilliant lessons for our students.
- **This is a strict no excuses, mobile phone free school.**
- We offer a wide range of enrichment opportunities for our students that have excellent attendance and feedback.
- Our curriculum is academic and designed to prepare our students for the workplace in the 21<sup>st</sup> century
- We put high-quality teaching at the heart of what we do. Live coaching and current best practice in the field of education is central to our approach.
- There is the opportunity to steer your own career. There is a range of professional development opportunities available.
- As we are part of the large Ark network, this means that we work collaboratively with other schools to build a curriculum suitable for all students and bespoke to our context.
- Salaries higher than the national pay scales.
- Twice as many training days as standard with network-wide events with Ark colleagues.
- Unique opportunities for growth and development
- Access to Ark Rewards – a scheme offering savings from over 3,000 major retailers

If you are ready to add further value to our dedicated, hard-working team and to work alongside a diverse school leadership team, then you will find this job extremely rewarding.

To find out more about Ark Alexandra, please visit our website [www.arkalexandra.org](http://www.arkalexandra.org)

**Alignment with the school's vision, values and approach to education is essential.**

## The Role and the Department

We are looking for a passionate Cover Supervisor who will work within our existing cover team to supervise whole classes during teacher absence, giving instructions for the lesson and ensuring good order is maintained and all pupils are kept on task. You will be instrumental in our mission to provide every student, regardless of their background, a great education, and real choices in life.

We are a two campus school so you must be willing to work on either campus or sometimes both in the same day.

Our standards are high, and we need someone who can be a team player and flexible when supporting other colleagues with the ability to be resilient, calm and professional under pressure.

## About Ark Schools

Ark is an education charity with a network of 39 non-selective schools in London, Birmingham, Hastings and Portsmouth educating 30,000 students.

Ark's aim is to create outstanding schools that give every student, regardless of their background, access to a great education and real choices in life.

For further information about Ark Schools please visit [Ark Schools - About Us](#).

## How to Apply

For an informal conversation about the role or to arrange an informal visit, please contact our HR Department on [ALEHR@arkalexandra.org](mailto:ALEHR@arkalexandra.org)

To apply, please [click here](#) to complete an online application form.

**Please note:** we are unable to accept applications via CV. We will also be reviewing applications on an on-going basis and this advert may close earlier than advertised depending on the level of response. Early application is strongly encouraged. You will be able to pause, save and log back in to complete your application up until the vacancy closes.

**Closing Date: 23:59 on 29 September 2025**

*Ark value diversity and are committed to safeguarding and promoting child welfare. The successful candidate will be subject to an enhanced Disclosure and Barring Service check and any other relevant employment checks.*

## **Job Description: Cover Supervisor**

<b>Reporting to:</b>	Senior Vice Principal
<b>Location:</b>	Ark Alexandra Academy
<b>Contract:</b>	Permanent
<b>Working Pattern:</b>	Term Time
<b>Salary:</b>	Ark Outside London Support Pay Scale 6, ranging from point 8 to point 19

### **The Role**

As Cover Supervisor, you will supervise whole classes during teacher absence, giving instructions for the lesson and ensuring good order is maintained and all pupils are kept on task. You will be instrumental in our mission to provide every student, regardless of their background, a great education and real choices in life.

### **Key Responsibilities**

- Assist with the day-to-day planning and management of cover.
- Play an active role in planning the cover schedule to take account of school events or long-term cover.
- Cover lessons and teach/supervise the work that has been set by the teacher, ensuring all students complete the work required
- Manage the behaviour of pupils whilst they work to ensure a constructive environment
- Collect any completed work after the lesson and return it to the appropriate teacher
- Report back to the teacher as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class, and any issues arising
- Promote the inclusion of all pupils within the classroom, being aware of and supporting difference, to ensure all pupils have equal access to opportunities to learn and develop
- Liaise with Heads of Department to collect and return the cover work
- As requested, create generic cover lesson plans and resources
- Make appropriate use of equipment and resources, including ICT
- Provide general clerical/administrative support, e.g. input and retrieval of data into computerised and manual systems, taking registers, etc. as required
- Accompany staff and pupils on educational visits, trips and out of school activities as required and take responsibility for a group under the direction of the teacher/organiser

### **Other**

- Act as a role model and set high expectations of conduct and behaviour
- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark's data protection rules and procedures

- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required
- Attend all relevant CPD to develop your practice
- Support with school duties, events, invigilation and enrichment, where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

## Notes

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which he or she has been employed. It provides the school with the opportunity to monitor and review the performance of new staff in relation to various areas, and also in terms of their commitment to safeguarding and relationships with students.

**No job description can be fully comprehensive, and from time to time the successful candidate may have to undertake other professional duties as directed by the Headteacher/Senior Leadership Team/Line Manager.**

# **Person Specification: Cover Supervisor**

## **Qualifications**

- Educated to degree level (desirable)
- GCSE Maths and English Grade C or above (or equiv)
- NVQ 3 in Supporting Teaching and Learning (or equiv) desirable

## **Knowledge, Skills and Experience**

- Experience in a UK based classroom role including classroom organisation and management, supporting the planning and delivery of the curriculum, implementing behaviour and learning strategies
- Experience working with students in a formal setting without immediate supervision
- Experience establishing successful learning relationships with students at the relevant age, treating them consistently with respect and consideration
- Understanding of strategies for teaching and learning
- Ability to undertake a range of teaching activities with confidence, working effectively with individual pupils, groups of pupils and whole classes
- Ability to contribute to assessment and monitoring of pupil progress
- Ability to contribute to planning and preparation of lessons and teaching materials
- Good working knowledge of the national curriculum
- Good numeracy and literacy skills
- Good administrative, organisational and computer skills
- Competent with computers and other technology
- Excellent communication and interpersonal skills with children and adults
- Able to deal with minor incidents, first aid, and pupil's personal health and hygiene

## **Behaviours**

- Genuine passion for and a belief in the potential of every pupil
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- Belief that every student should have access to an excellent education regardless of background
- Professional outlook, detailed orientated and able to multi task and meet deadlines
- A self-reflective practitioner with a thirst to improve classroom practice
- A team player that can work collaboratively as well as using own initiative
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

## Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

*Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click [this link](#).*