APPLICATION PACK

Cover Supervisor—Fixed Term

Until August 2027 in the first instance

AT WESTFIELD ACADEMY

Westfield Academy

Seeing the qualities in every child

Westfield Road, Yeovil, Somerset, BA21 3DB

Tel: 01935 423747 Email: office@westfieldacademy.co.uk

Company Number 07664348

www.westfieldacademy.co.uk

WELCOME

‘Seeing the qualities in every child’

Westfield Academy continues to make a significant impact on the education and personal development in our community.

We have been rated ‘Good’ by OFSTED (2023, 2018, 2014).

Our site has seen substantial investment, including new sports facilities and Creative Arts spaces.

We invest in our staff through dedicated wellbeing support and extensive professional development opportunities.

All students have access to their own Chromebook, improving teaching, learning and feedback.

Our full time, non-teaching Heads/Deputy Heads of Year are a key element to our strong pastoral care, to calm, focussed learning.

We are also the top choice for supply teachers locally, ensuring that staff cover is genuinely “rare cover”.

Please return your application form, including the names and addresses of two referees, to Rhiannon Briggs HR & Student Data Officer, (rhiannon.briggs@westfieldacademy.co.uk) by **09:00am on Friday 6th November 2026. Shortlisted candidates will be contacted by 5:00pm on Monday 9th November 2026.**

Keeping Children Safe in Education states that as part of the shortlisting process, schools and colleges will carry out online searches as part of their due diligence for all shortlisted candidates.
Detailed references will be requested for all shortlisted candidates prior to interview.

Westfield Academy is committed to safeguarding and promoting the welfare of children & young persons. An Enhanced Disclosure from the Disclosure and Barring Service (DBS) will be required from the successful candidate.

I look forward to hearing from you.

With best wishes

Simon Dallimore
Headteacher

Our Values and Ethos

Our motto is “Seeing the qualities in every child”, with our aim being to ensure all of our students become successful lifelong learners, confident individuals and responsible citizens. Our teachers and support staff work hard and are fully committed to challenging and supporting the students in their care.

STRIVE—What are the values?

At the heart of our school community are a set of core values. These underpin our whole school curriculum and ethos. Our school values are:

- **Scholarship**—work hard and apply effective study habits
- **Teamwork**—be able to work positively and effectively with others, combining your efforts when working towards a shared goal
- **Be Resilient**— have self awareness, work with purpose and be willing to adapt to change
- Have **Integrity**—be honest in all that you do, have respect for others and take responsibility for your actions
- **Be Versatile**—be honest in all that you do, have respect for others and take responsibility for your actions
- **Have Empathy**—be aware of the feelings of others, contribute to your community and support your peers.

Students are encouraged to make the most of a wide range of extracurricular opportunities, including The Duke of Edinburgh Award Scheme. We run fixtures in all major sports and have a wide range of clubs and leisure sports activities. Students benefit from working with specialist coaches and enjoy good access to community clubs on and beyond the school site. For elite performers, there are a variety of further opportunities including sports psychology, training and nutrition.

Performing Arts are a real strength of Westfield. Students take advantage of a wide range of specialist Music tuition together with our choir, orchestra, string group and contemporary music groups. Students have the opportunity to perform in three concerts each year. Drama and Dance opportunities include an annual school play and two shows a year, all hosted in our theatre.

Westfield Academy is committed to using new technologies to support both teaching and learning. From 2019 all students at both Key Stage 3 and Key Stage 4, have their own Google Chromebook. These chromebooks are used to support learning across the curriculum. All teaching staff have their own chromebook.

Learning beyond the school site includes theatre visits, Geography field trips, ski trips and visits to Spain and France.

Regular rewards assemblies and annual awards evenings are where we recognise and celebrate the very wide range of student achievements. Students are also encouraged to take on roles of responsibility such as Prefects, House Captains and Form Captains, and to help further improve their own school through our School Council. All students are members of a tutor group and one of four houses, (Aqua, Ignis, Terra, Ventus). Houses form the basis of inter-house sporting activities and fundraising events. Students are encouraged to understand, respect and celebrate diversity, not least through our annual ‘Diversity Week’ programme.

JOB DESCRIPTION

Cover Supervisor—Fixed Term

Main Purpose of Job

- To supervise the learning of whole classes during the short-term absence of the class teacher as they undertake the work set.
- To support the wider school with supervision of students and support to the SEN team as appropriate
- To provide support to the Pastoral Team where capacity allows. Tasks will include supporting on-call, and supervising the referral room.

Main Responsibilities & Duties

Lesson Cover

- To review the daily cover system each morning between 8:00am and 8:30am, ensuring that appropriate work and lesson resources have been set for all allocated cover lessons. To identify and resolve any gaps in lesson provisions, liaising with relevant staff as necessary to ensure lessons are prepared and ready for delivery.
- Supervise the work of whole classes set by their subject teacher in accordance with school policies.
- Register and record student attendance in lessons promptly to adhere to safeguarding and attendance policies.
- Answer to the best of your knowledge student queries relating to the lesson and the work set.
- Manage the behaviour of students to ensure a positive learning environment and follow the schools Behaviour for Learning Policy logging behaviour and referrals where appropriate.
- Deal with any immediate problems or emergencies according to school policies and procedures.
- Collect completed work after the lesson and return it to the appropriate teacher.
- Report back, as appropriate, using the school's agreed referral procedures about the behaviour of students during the class and any issues arising, to Head of Department and/or other senior staff about the behaviour and conduct of students in class.
- To communicate with parents/carers regarding any behaviour concerns or referrals that have taken place in lessons
- Carry out any other reasonable activities at the request of your line manager or Headteacher.

Wider School Support

- Assist with other activities relating to the supervision of students, e.g. general supervision during break or lunch periods, on call support and student referral room
- On days when cover requirements are low the post holder may be asked to do additional duties such as administrative tasks and supporting the SEND team with learning support for individual or small groups of students .
- Supervise after school activities such as homework club.
- Support extracurricular sports clubs and fixtures as part of the wider cover supervisor role
- Carry out any other reasonable activities at the request of your line manager or Headteacher.

JOB DESCRIPTION *(continued)*

Facts and Figures

- A school of approximately 1020 pupils in years 7 to 11.
- Classes are generally taught in mixed ability groups with some streaming in Maths and Science.

Supporting Processes

Problem Solving and Creativity

A variety of interpersonal techniques are needed to maintain a good working environment in the class to support appropriate learning and to provide appropriate supervision of students within the context of the school's Behaviour Management policy and procedures.

Decision Making

Within the agreed School policies, decide when and how to apply a range of supervision/behaviour strategies to ensure that all the students are appropriately engaged on the work set or behaving in ways which do not put at risk their, or others, health and safety. These decisions usually need to be made immediately to deal with the situation presented although guidance and support will be readily available from teaching staff and more complex or controversial decisions will be referred to a senior member of the teaching staff.

Physical Effort & Working Conditions

- A normal school environment although there will be an involvement in external school activities such as educational visits for which rigorous risk assessments will have been conducted.
- Most of the working day is spent sitting or standing. There may be occasional physical risks associated with Intervention in incidents of challenging behaviour.

Contacts & Relationships

- There is frequent contact with staff, particularly senior teaching/pastoral staff, to receive and provide information and guidance about work set, student behaviour and conduct, and attendance.
- The postholder will supervise students of all ages and abilities and will have the task of maintaining good order and discipline to ensure effective learning takes place.

Additional Information

NOTES:

1. The post is paid at Grade 12.
2. Post is for 39 weeks of the year (term time plus INSET days), 37 hours per week. Annual leave must be taken during the school holidays.
3. Hours of work 8.00am - 4.00pm (8.00am - 3.30pm on Fridays)
4. The appointment is subject to a 6 month probationary period, the general conditions of service for Westfield Academy Staff and satisfactory enhanced DBS check and medical checks.
5. Professional development is an integral part of the post. The post will be subject to an annual process of Performance Review.

The description is current as of October 2026. It is not necessarily a comprehensive definition of the post and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Westfield Academy is fully committed to safeguarding and promoting the welfare of children and follow best practice procedures to ensure their safety.

PERSON SPECIFICATION

Qualifications & Training

Essential

- GCSE/Level 2 qualifications in English and Maths (Grades A-C or 4+) or equivalent functional skills
- Willingness to undertake relevant training and professional development.

Desirable

- A relevant qualification or training relating to education, childcare, youth work, learning support or behaviour management.
- 5 GCSE/Level 2 qualifications (Grades A-C or 4+)
- Safeguarding training/experience.

Knowledge & Skills

Essential

- ICT literate, experience of word processing, spreadsheets, and database packages.
- Good communication and interpersonal skills, with the ability to communicate effectively with students, staff and parents/carers.
- Ability to manage and maintain positive student behaviour in line with school policies and procedures.
- Ability to follow lesson plans and instructions, ensuring students remain on task and complete the work set.
- Good organisational skills, with the ability to prioritise tasks and respond effectively to changing daily requirements.

Desirable

- Knowledge of google systems including apps and file sharing
- Familiarity with school management information systems, electronic cover systems and online learning platforms.
- Knowledge of strategies to promote student engagement, motivation and independent learning.
- Understanding of the importance of attendance, punctuality and student welfare in supporting positive educational outcomes.
- Ability to support students with varying abilities and learning needs to access the work provided.

Experience

Essential

- Experience working with young people, ideally within an educational or youth-focused setting.
- Experience of managing or responding appropriately to challenging behaviour.
- Understanding of the importance of confidentiality when working with students and school information.
- Understanding the importance of safeguarding children and young people.

Desirable

- Previous experience working as a Cover Supervisor, Teaching Assistant, Learning Support Assistant, Behaviour Support Worker or in a similar role.
- Experience of supporting learning across Key Stage 3 and/or Key Stage 4.
- Experience using school cover management systems and coordinating daily lesson cover arrangements

Personal Qualities

Essential

- Reliable, punctual and dependable.
- Patient, calm and resilient when dealing with challenging situations.
- Committed to safeguarding and promoting the welfare of children and young people.
- Positive interest in contributing to the wider life of the school

Desirable

- Enthusiastic and proactive approach to professional development.

INFORMATION FOR APPLICANTS

Thank you for expressing an interest in this post at Westfield Academy.

Please complete the attached application form in full. Please note that CVs are not accepted as part of the application process.

We are committed to protecting the safety of all students within our care and our selection process is designed to minimise any risk. Part of the selection process will be to explore a candidate's motivation for working with students.

Detailed references will be taken up of all shortlisted candidates prior to interview.

Westfield Academy is committed to safeguarding and promoting the welfare of children & young persons. An Enhanced Disclosure from the Disclosure and Barring Service (DBS) will be required from the successful candidate.

All shortlisted candidates will be required to bring evidence of identity and proof of qualifications to interview.

The selection process may involve a number of different aspects including tests and observations where appropriate, as well as a panel interview. There will be an opportunity for you to tour the school, meet other staff and ask questions relating to the post.

The closing date for submission of applications is **09:00am Friday 6th November 2026** with interviews taking place week commencing 9th November 2026.
Candidates shortlisted for interview will be informed by no later than 5.00pm on Monday 9th November 2026.

Please mark your application for the attention of Mrs Rhiannon Briggs, HR & Student Data Officer, and return it via email to rhiannon.briggs@westfieldacademy.co.uk

We look forward to receiving your application.

TERMS & CONDITIONS

Terms and Conditions of Employment

Westfield Academy Trust's normal terms of conditions of employment apply to the post of Head of Year. Final detailed terms and conditions are subject to agreement between the Trust and the successful candidate and will be reflected in the formal employment contract.

Employer	Westfield Academy Trust
Position	Cover Supervisor—Fixed Term *until August 2027 in the first instance* Westfield Academy, Westfield Road, Yeovil, Somerset, BA21 3DB
Reporting to	Business Manager
Location	Westfield Academy and any other place operated by the Academy.
Start Date	As soon as possible
Salary	Grade 12 Actual Salary £25,297—£28,360
Holidays	Holiday must be taking during school holidays.
Safeguarding	Westfield Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS (previously CRB) check is required for the successful applicant.
Pension Scheme	This post is eligible to be a member of the Local Government Pension Scheme.

www.westfieldacademy.co.uk