



**Cover Supervisor**  
**Collaton St Mary C of E Primary School**  
**NJC Torbay E 7 Actual salary £10,768**  
**18 hrs pr wk Mon – Wed 08.45 -15.15**  
**38 weeks**  
**Fixed Term until 31.08.26**

## **Academies for Character and Excellence**

### ***Excellence through Cultivating Character, Sharing Talents and Pursuing Innovation***

The Academies for Character and Excellence has twenty Primary Schools across Devon & Somerset making up a dynamic and innovative learning organisation.

We live our mission and return to this constantly to help guide every action. At the heart of all we do is the pursuit of excellence; we want to grow an exceptional trust, comprised of excellent schools. We are achieving this through our shared core values of collaboration, community, equity, integrity, and of course uncompromising excellence.

#### **Purpose of the Job**

A cover supervisor supports a class with their learning during a teacher's short-term absence by overseeing pupils as they complete pre-prepared work. Key responsibilities include creating a calm and focussed learning environment, encouraging positive pupil behaviour, answering general questions about the work, and dealing with minor issues that may arise. This role requires strong communication skills, effective classroom management, and the ability to work independently. The primary focus is on keeping pupils engaged with their work rather than delivering lessons or planning content.

We are looking to appoint an exceptional candidate, for Collaton St Mary Primary School who is confident with the following key responsibilities:

- **Supervise Learning Activities:** Oversee pupils working on pre-prepared exercises provided by the absent teacher.
- **Classroom Management:** Manage pupil behaviour to ensure a productive and constructive learning environment, adhering to the school's policies and procedures.
- **Support Pupils:** Respond to general questions from pupils regarding the work set and offer general feedback. Offer support with any minor issues that may arise
- **Logistics:** Collect completed work after the lesson and return it to the appropriate teacher.
- **Safeguarding:** Adhere to all safeguarding and child protection policies to ensure the safety and welfare of pupils

We welcome applications from highly motivated individuals who will work effectively as part of our excellent team and contribute to wider school life, building positive relationships with all members of our community. We are looking for applicants who are dedicated to making a difference to children's lives and to ensure every child has the opportunities they deserve

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS clearance is required for this post.

For further information, please email Charlotte Wilson HR Advisor [charlotte.wilson@acexcellence.co.uk](mailto:charlotte.wilson@acexcellence.co.uk)

If you would like to visit the school please contact the school directly to arrange on **01803 556433**.

An application and equal opportunities form is available to download from our website <https://www.acexcellence.co.uk/ace-trust-vacancies> Applications must be completed and emailed to [recruitment@acexcellence.co.uk](mailto:recruitment@acexcellence.co.uk) by **9am on Friday 31<sup>st</sup> October 2025** with interviews to be arranged for the following week.