



King's Academy
Easthampstead Park



Cover Supervisor



Opportunity and success on a global stage



King's Group
Academies



King's Academy
Easthampstead Park

Ringmead, Bracknell, Berkshire RG12 8FS

Tel: 01344 304567

info@kgaeasthampstead.uk

www.kgaeasthampstead.uk

Executive Headteacher: Mr D Littlemore

Head of School: Mr M Hall

Dear Candidate,

Thank you so much for your interest in joining us at King's Academy Easthampstead Park. We are genuinely delighted that you are considering bringing your talents to our school. Choosing a new place to work is a big decision, and we hope the information provided gives you a real feel for the ambition, warmth, and strong sense of purpose that makes our community such a special place to be.

At our heart is a shared commitment to providing an exceptional education, ensuring every student can thrive both academically and personally. We truly believe that schools change lives, and we know that happens entirely because of our people. Whether you are inspiring minds in the classroom, offering dedicated student support, or keeping our school running smoothly behind the scenes, every colleague plays a vital part in our success. Here, your contribution will be valued and make a tangible difference.

Our community is anchored by our core values of Honesty, Faith, and Courage. These values actively shape our supportive culture, encouraging us to build honest professional relationships, have faith in one another's expertise, and show the courage to embrace challenges and pursue excellence together.

We are incredibly proud of the positive, respectful bonds between our staff and students. We want you to enjoy coming to work, which is why we are deeply committed to your ongoing professional development, career progression, and wellbeing. We firmly believe that when we invest in our staff, our students reap the rewards.

As you prepare your application, we encourage you to reflect on how your skills and personal values align with our ethos. We are looking for passionate individuals who are excited to join a vibrant team. We look forward to getting to know you better and wish you the very best of luck with your application.

With very best wishes,

David Littlemore
Executive Headteacher

Matt Hall
Head of School

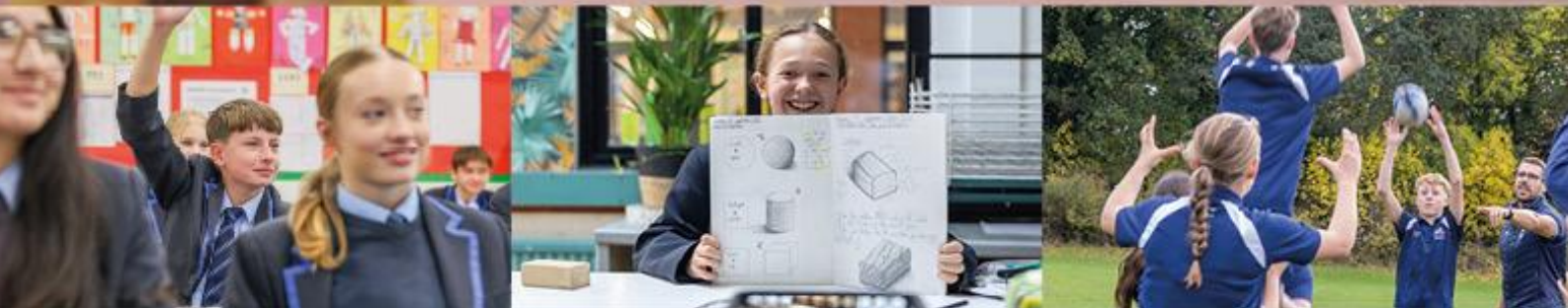
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King's Academy
Easthampstead Park



About our school





King's Academy
Easthampstead Park



About our school



Every student is treated as an individual
and is encouraged to develop as a
confident independent learner



Opportunity and success on a global stage



From the Sixth Form to the lower school
King's Academy Easthampstead Park
encourages respect, resilience and rapport



Opportunity and success on a global stage



Our curriculum is broad and balanced,
so students can keep their options for
future study as open as possible



Opportunity and success on a global stage



Our facilities provide students with a high-quality learning environment in which to develop their skills



Opportunity and success on a global stage

Our School

King's Academy Easthampstead Park is a thriving and ambitious school, proud to be part of the wider King's Group Academies (KGA) family of schools. As a member of KGA, we benefit from a strong network of educational expertise, shared values and a collective commitment to providing outstanding opportunities for all young people. Across our academies, we are united by a belief in the transformative power of education and a determination to ensure every student is equipped with the knowledge, skills and character needed to flourish in an ever-changing world.

At King's Academy Easthampstead Park, we strive to create an environment where every student is known, valued and encouraged to achieve their very best. We believe that academic success and personal development go hand in hand, and our aim is to develop confident, compassionate and resilient young people who are prepared not only for further education and employment, but also for active and meaningful participation in society.

Central to everything we do are our core values of Honesty, Faith and Courage. These values are more than words; they are the foundation of our culture and the principles that guide our decisions, relationships and aspirations. They shape the expectations we have of ourselves and one another, creating a community built on mutual respect, high standards and a shared sense of purpose.

We encourage our students to:

Show Honesty – by acting with integrity, taking responsibility for their actions, and treating others with fairness, respect and kindness. We want our students to develop strong moral character and understand the importance of making positive choices, even when faced with challenges.

Live with Faith – by believing in their own potential and the potential of those around them. Faith at King's Academy Easthampstead Park is about hope, perseverance and a commitment to supporting one another. We foster a culture where students feel valued, encouraged and empowered to pursue their ambitions.

Demonstrate Courage – by embracing challenges, stepping outside their comfort zones and showing resilience in the face of setbacks. We encourage our students to be ambitious, to stand up for what is right, and to approach life with confidence, determination and a willingness to learn from their experiences.

By joining King's Academy Easthampstead Park, you will become part of a community that is ambitious for its students, supportive of its staff and driven by a shared commitment to excellence. Together, we work to ensure that every young person is inspired, supported and empowered to become the very best version of themselves, ready to make a positive difference both now and in the future.

Curriculum

"Leaders have developed a well-sequenced and ambitious curriculum. They have established clear expectations that support a consistent learning experience for pupils." – Ofsted 2026

We offer a broad and balanced curriculum at KS3, enabling our students to study a range of subjects in Years 7, 8 and 9 before making a guided choice about the right pathway to follow in Key Stage Four.

In addition to studying a core curriculum of English, Maths and Science, at Key Stage Four, students pick options from an offer of both academic and vocational qualifications, preparing them for further study or training post-16. Our curriculum has been carefully designed to ensure that they have a rich experience throughout their time at King's Academy Easthampstead Park.

Many students choose to continue their studies at our school into KS5. Each year, they are joined by a growing number of external applicants. We offer a broad Level 3 curriculum, consisting of a range of A-Level and vocational qualifications, in addition to a one-year Level 2 programme. Each year, many of our students leave our Sixth Form bound for top universities, prestigious apprenticeships and the world of work. We support all of our students to secure a future destination which closely matches their own personal aspirations.

We are well resourced and have excellent facilities. All subjects teach in dedicated and specialist accommodation, with the vast majority of teachers teaching in their own rooms. A strong foundation in literacy and numeracy underpins the curriculum, with dedicated support available for students with additional needs. More Able students are provided with stretch and challenge through a range of initiatives enabling them to make excellent progress.

Professional Development

“Leaders provide well-considered opportunities for staff to develop their expertise and to collaborate with other professionals. This helps staff to understand their responsibilities and to feel valued. Teachers at the earliest stages of their career receive appropriate training and support.” – Ofsted 2026

We offer a wide-ranging and highly regarded programme of professional development for all our teachers and support staff. For those joining us as ECTs, we offer a comprehensive programme of support and development, including professional studies sessions and a dedicated in-school mentor. Time for training is found using INSET days and Tuesday meeting times. Through our performance management and appraisal system, we identify and match individual needs and requests to the many training and development opportunities that we offer. These include both internal and external CPD programmes, which run continuously throughout the year. Our in-house sessions and workshops take place during dedicated training time and are planned and delivered by a highly effective teaching and learning team in the school. We encourage teachers at all stages of their careers to participate in external programmes, and many of our teachers have completed the NPQM/SL qualifications. We are proud of the number of our support staff who have also completed further training to develop their roles, including teacher training and other professional qualifications.

Facilities

King's Academy Easthampstead Park benefits from a spacious and attractive campus, set within extensive grounds that provide an excellent environment for learning and personal development. Our facilities include well-equipped specialist teaching areas, modern science laboratories, dedicated creative arts spaces, and a range of sports facilities that support both curricular and extracurricular activities. Significant investment has been made in creating learning environments that are welcoming, well-resourced and conducive to high-quality teaching and learning. The campus also offers ample outdoor space, contributing to the positive atmosphere that makes King's Academy Easthampstead Park a vibrant and inspiring place to work and learn.

Sixth Form

“Teachers in the sixth form have secure subject knowledge. They understand students' needs well and make effective teaching choices that allow students to deepen their learning over time.” – Ofsted 2026

KAEP6 is a vibrant and ambitious Sixth Form community that provides students with the opportunities, support and challenge needed to thrive during this important stage of their education. Our aim is to prepare young people not only for academic success, but also for life beyond school, equipping them with the knowledge, skills and confidence required for higher education, apprenticeships and future careers.

We are committed to ensuring that every student enjoys a rewarding and fulfilling Sixth Form experience. Through high-quality teaching, personalised guidance and a wide range of enrichment opportunities, students are encouraged to develop independence, leadership skills and a strong sense of personal responsibility. We strive to create an environment where students feel supported, valued and inspired to achieve their ambitions.

Our Sixth Form is built around the vision of “Stay Close to Go Far”, reflecting our belief that strong relationships, effective support and a sense of belonging enable young people to flourish. Students benefit from a close-knit community where they are known as individuals and encouraged to contribute positively to school life, while also developing the confidence to embrace new opportunities and challenges.

Alongside academic achievement, KAEP6 places significant emphasis on personal development, enrichment and preparation for the future. Students are encouraged to take an active role within the wider school community, developing the qualities and experiences that will enable them to become well-rounded, reflective and successful young adults.

For staff, KAEP6 offers the opportunity to work with motivated and ambitious students in a supportive and collaborative environment, helping to shape the next generation of learners, leaders and professionals.

Support for Students

“Pupils' personal development and wellbeing are effectively supported.” – Ofsted 2026

At King's Academy Easthampstead Park, pastoral care is at the heart of everything we do. We are committed to ensuring that every student is known, valued and supported so they can thrive both personally and academically. Our strong pastoral system provides clear structures of care, led by dedicated and experienced staff who work closely with students, families and colleagues to remove barriers to learning and promote wellbeing. We place a strong emphasis on early intervention, positive relationships and consistent support, ensuring that students feel safe, listened to and cared for throughout their time with us. This nurturing approach enables students to build confidence, develop resilience and make the most of the opportunities available to them.

Behaviour and Attitudes

“Pupils know the importance of rules and values. They embrace one another's differences and understand why equality matters.” – Ofsted 2026

When you join us, you will find a student body that takes genuine pride in their learning and our wider community. We take a proudly traditional approach to our high expectations, encouraging our young people to take real pride in their personal presentation, their uniform, and the quality of the work they produce. Our students embrace our shared values, showing a deep respect for one another and a strong commitment to equality and inclusion. As a staff team, we nurture this supportive environment by recognising effort, using meaningful praise and rewards to celebrate their successes. This positivity is underpinned by a clear, consistently applied behaviour policy that

empowers you to teach, and our students to learn, without disruption. Most importantly, we are a team that cares deeply. When barriers to learning or wellbeing arise, we work collaboratively to remove them, ensuring that every single student—including those with SEND or from disadvantaged backgrounds—receives the dedicated support they need to make strong progress from their starting points.

Staff Well-being

“Leaders are highly considerate of staff wellbeing. They ensure that workload is considered in all their decision-making.” – Ofsted 2026

At King's Academy Easthampstead Park, we recognise that staff wellbeing is essential to a positive and successful school community. We are committed to creating a supportive and respectful working environment where colleagues feel valued, trusted and able to thrive. Staff benefit from a strong culture of collaboration, clear leadership and a shared commitment to manageable workloads and professional balance. We place importance on listening to staff voice and actively seek ways to support wellbeing through practical measures, professional development opportunities and a caring, inclusive ethos. In addition, all staff are entitled to one wellbeing day per year, which can be taken during term time, helping to further support rest and work-life balance. Our aim is to ensure that every member of staff feels part of a team where they are supported both professionally and personally.



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Cover Supervisor





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Job description



This job description forms part of the contract of employment of the successful applicant.

Job Description: Cover Supervisor

Location: King's Academy Easthampstead Park (KAEP)

Department: Cover

Pay Grade: KGA05 (points 6-9) – FTE £27,202 to £28,968 per annum, starting on £14.10 per hour

Actual Starting Salary: £20,380 per annum inclusive of London Weighting and Holiday Entitlement

Core Hours: 33 hours per week: 8.35am to 4.10pm, 3 days a week Monday, Wednesday and Thursday and 2 days a week Tuesday and Friday 8.35am to 3.10pm finish (inclusive of a 35-minute unpaid break per day), term-time only. The later finish days will be specified each academic year.

Designation of Post and Position within the Departmental Structure

Executive Headteacher / Head of School



Deputy Headteacher



Cover Supervisor

The job description identifies the responsibilities attached to your post.

This job description is subject to amendment from time to time within the conditions of employment, as the needs of the school require, but only to an extent consistent with those conditions of employment and only after consultation with you.

All post holders are expected to support the school's vision and values and beliefs and familiarise themselves with school policies and procedures and to reinforce these with students, parents and partners where appropriate.

All employees working with children, young people and vulnerable adults are responsible for safeguarding and promoting their welfare.

Job Purpose

To manage a classroom and supervise students as they complete pre-prepared work during a teacher's short-term absence, ensuring learning continues with minimal disruption.

Main Duties and Responsibilities

- To provide cover for teachers who are absent, including Period 5.
- To be flexible; if cover for a Period 6 lesson (3.10pm - 4.10pm) is not required, you will support Detentions or Homework Club.
- To supervise whole classes or small groups of students during the short-term absences of teachers, providing feedback to teachers about lessons.
- Maintain good order in the classroom and keep students engaged in learning, by following the whole school Behaviour Policy. This includes upholding the whole school practices of 'one voice' and 'track the speaker.'

- Take registers, answering general questions and fostering positive relationships with students.
- Supervise in the playground or other-directed area each break time. If no cover is required on a Period 3 or Period 4, you will take your 30-minute break and supervise students' lunch time.
- If not required to cover lessons, to act as a Learning Support Assistant, supporting more vulnerable students in their learning.
- Cover Supervisors are required to support the daily delivery of learning under the auspices of the school's Inclusion Team.
- General duties – supervision of students, supporting the curriculum areas and/or administration may also be allocated.
- Supporting teachers in the supervision of students on off-site visits.
- Invigilating examinations.
- Acting as a professional role model.

Supporting for Students

- To supervise whole classes or small groups of students using material planned or set by a teacher to engage students in learning activities.
- Establish productive working relationships with students acting as a role model and setting high expectations of work and behaviour.
- Assisting the inclusion of all children to ensure optimum learning opportunities including dealing with behaviour issues in accordance with the school's Behaviour Policy.
- Respond to students' general queries and keep students on task.

Support for Teachers

- Provide objective and accurate feedback to the teacher on the conduct of the lesson including keeping appropriate records as agreed with the teacher.
- Comply with instructions requested by the usual class teacher or Head of Department.
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.

Support for Curriculum

- Make appropriate use of equipment and resources.
- Comply with lesson plans and instructions from the class teacher.
- Appropriate use of 'The KAEP Way' teaching and learning strategies.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection and restraint policy, reporting all concerns to an appropriate person.
- Adhere to the 'Respect and Pride' policy.
- Participate in training and continuing professional development opportunities.
- Attend relevant school meetings as required.
- Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace.

The Key Decision-Making areas of the Role

- A Cover Supervisor will deal with student behaviour and make judgments when to refer incidents to a middle leader/class teacher. Any referrals will be made with alacrity so they can be responded to promptly.
- A Cover Supervisor will work without the close presence of a teacher.

- A Cover Supervisor will be required to produce general feedback to the class teacher and keep records as appropriate – as such the postholder will decide on what feedback to give.

Working Conditions

- School and classroom-based learning environment (may include outside PE supervision).
- Responsible for maintaining a calm and purposeful environment.
- Must attend training sessions provided by the school in relation to child protection.
- Expected to maintain behaviour management standards of students following the school's Behaviour Policy.
- Knowledge of behavioural procedure.
- Health and Safety responsibility for self, students and the environment.
- Due to the nature of the role, the post holder will need to adapt to different classes, subjects, and year groups and will therefore need to demonstrate flexibility.

Supporting the Academy

In November 2022, we joined King's Group Academies (KGA). This has created excellent opportunities for teachers to share ideas and approaches across schools, for the benefit of our students.

At an appropriate level, according to the job role, grade and training received, all employees in the academy are expected to:

Support and embrace the aims, values, mission and ethos of both King's Academy Easthampstead Park (KAEP) and King's Group Academies (KGA) and participate in a team approach to all aspects of school life.

KAEP

It takes a whole community to raise a child

KGA HONESTY: A workplace where everyone feels safe and able to express their thoughts and ideas.

FAITH: We will encourage others to have faith in their own capabilities. **COURAGE:** We embrace diversity and champion inclusivity.

Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.

Safeguarding

- Ensure personal understanding of the duties and responsibilities in relation to child protection and the safeguarding of children and young people. This includes understanding of the Academy's Child Protection Policy, Safeguarding Policy and Code of Conduct.
- Ensure all issues relating to pupils are reported immediately to the delegated member of staff.
- Attend mandatory training and refreshers to ensure a personal and up to date understanding of safeguarding requirements.

Health, Safety & Security

- Ensure a personal awareness of and compliance with, policies and procedures related to health and safety, security, confidentiality and data protection.
- Ensure concerns are reported immediately to the delegated member of staff.
- Attend mandatory training and refreshers to ensure personal and up to date understanding of relevant policies and practices.

Equity, Diversity & Inclusivity

- Contribute to the development of a workplace culture that promotes equity, diversity and inclusivity.

Our recruitment has safeguarding at the heart of the process. We are committed to the safeguarding and promoting the welfare of children and young people and we expect all colleagues to share this commitment. Appropriate checks will be undertaken including an enhanced Disclosure and Barring Service (DBS) check.

We reserve the right to carry out an online search as part of our due diligence obligations on shortlisted candidates and candidates will be provided the opportunity to address any issues or concerns that may come up during the search at interview.

Successful appointment would be subject to:

- A satisfactory enhanced Disclosure and Barring Service check as well as a Social Media check.
- Qualifications and prohibition checks.
- Two satisfactory written references including from current/most recent employer.
- All positions are subject to a probationary period during which you will be fully supported.



King's Academy
Easthampstead Park



Person specification





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Easthampstead Park



Person specification



Person Specification: Cover Supervisor		
Key Criteria	Essential	Desirable
Qualifications and Training	• Minimum of 5 A*-C grades at Level 2 (GCSE or equivalent) which includes Maths and English • Basic ICT Skills	
Competence Summary: Knowledge, abilities, skills, experience	• Interpersonal Skills • Understanding of and commitment to the requirements of safeguarding children and young people. • Have a good organisational ability • Be able to work as part of a team or alone if necessary • Have a flexible approach to work • Ability to communicate with students and members of staff clearly and accurately	• Evidence of further study at Level 3+. • Previously worked with children or have experience of own children • Experience of working in a school environment • Knowledge of students with learning and behavioural difficulties
Work-related Personal Requirements	• Good communication skills • Ability to monitor records • Good organisational skills • A motivator • Ability to write reports	• Approachable • Particular interest in a specific curriculum/pastoral area
Other Work Requirements	• Flexibility • Self-Motivation • Good sense of humour • Liaison with staff • To take part in the Performance Management process in school, taking responsibility for your own professional development and undertaking training as appropriate • Professional standard of dress • You will meet the requirements to achieve a satisfactory enhanced DBS disclosure, (to be applied for by the school if you are successful).	
Safeguarding and Child Protection requirements	A satisfactory enhanced DBS check which will be conducted by us if you are appointed.	

Appointment will be subject to enhanced DBS check, qualifications and experience checks and satisfactory references.

We are not looking for the impossible! If you think you have at least some of these attributes, we would very much like to hear from you.

Applications should be made directly via the School website or through TES; we are unable to consider applications without the correct form.

Visits to the school ahead of application are warmly welcomed, please contact the Personnel Officer, Rhona Franco (rhona.franco@kgaeasthampstead.uk) to make an appointment.



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