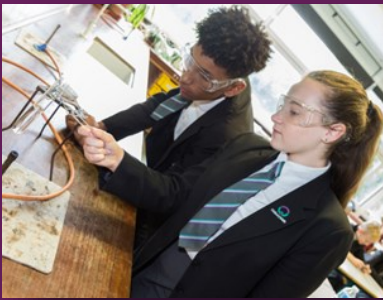




Oldbury Wells
Oldbury Wells School

Applicant Information Pack



Cover Supervisor

ENJOY | ASPIRE | ACHIEVE



Letter from the Headteacher

Thank you for your interest in Oldbury Wells School. I am delighted to welcome you to our thriving and successful school, a place where excellence, growth and opportunity come together

Oldbury Wells is a school where every student is known and valued. We are a co-educational secondary school with approximately 160 students in each year group. Our size strikes the right balance - providing extensive opportunities while maintaining a close knit community. This allows us to offer a rich and varied curriculum, a wide range of enrichment activities and tailored support for every learner. We have the capacity to stretch the most able and provide focused assistance to those who need it most, ensuring every student can thrive.

We are proud to offer a high-quality education that is both traditional in its values and forward-thinking in its approach. Our students benefit from a broad and balanced curriculum, enriched by a wide range of extra-curricular activities, trips and visits that help bring learning to life..

With a growing array of partnerships with outstanding institutions - such as Eton College (Windsor), Performers College (Birmingham) and the Royal Air Force - we provide students with unique opportunities that broaden horizons, build character and inspire excellence both inside and beyond the classroom.

Students are encouraged to explore their interests and discover future pathways from an early stage, supported by specialist teachers with deep subject expertise. This enables us to deliver a high-quality academic education in which students flourish.

Oldbury Wells is part of a flourishing academy and the founding school of the TrustEd Schools Partnership which currently comprises five secondary and four primary schools. All our partner schools work closely together to support professional development opportunities which ensure all members of the team are able to develop within their role. At the centre of our work is quality and inclusive education for students of all abilities.

We are located just 20 minutes from the West Midlands conurbation where we enjoy a small town location in Bridgnorth within easy reach of the Birmingham and Telford areas.

At Oldbury Wells, we aim to inspire every child to achieve their very best, promoting hard work, enjoyment and a love of learning within a nurturing environment. Our core values - **Aspire, Enjoy, Achieve** - are woven throughout our school culture and we look forward to welcoming you and sharing all that Oldbury Wells School has to offer.

Mr Adam Walker
Headteacher



Our Vision and Values

Our School is alive with learning, ensuring everyone continually improves to be the best they can be while developing individual interests and talents.

We aim for all our young people to further gain in confidence and **ASPIRE** to make the best progress in all they do within a safe, caring and supportive environment. Our school has high expectations and high levels of achievement and ensures **ENJOYMENT** is at the heart of all our work.

We provide high quality experiences through an exciting curriculum and extensive wider opportunities, ensuring our school is a great place to be and a great place to learn.

We are relentless in celebrating everyone's **ACHIEVEMENT** in all aspects of their academic and personal development, ensuring each student is fully prepared to move forward when taking their place in today's diverse society.

We value our traditions and encourage our students to have the highest expectations of themselves and others; our dedicated staff work in support of every individual to help them achieve their ambitions.

Our Ethos is built around three core principles - **ASPIRE**, **ENJOY**, **ACHIEVE** which are promoted through what we call the **Oldbury Wells Way**.



Introducing our Trust

TrustEd Schools is a family of nine schools: four serving the area around the market town of Bridgnorth, two around Church Stretton and three around Shrewsbury.

Oldbury Wells School is the founding school in our Trust, founded in Summer 2015; **Alveley Primary School** joined the Trust as a sponsored school in 2016. Since this time the school has gone from strength to strength and it secured one of the very first Ofsted 'good' judgments under the new framework. **St Leonards CE Primary School** joined us in 2016 at which point the Trust changed its status and we became 'mixed MAT'. This means we can have both secular and Church of England schools in our family and our MAT now has a Church of England Articles of Association. We are proud of this inclusivity, and we cherish this variety. **Castlefields Primary School** also joined the family of schools in 2016. **Church Stretton Secondary School** joined us in 2019 along with **Stokesay Primary School**, situated nearby in Craven Arms. Stokesay was also a sponsored school, but is now a very strong school, with a good Ofsted judgement and they enjoy top place in the Shropshire Performance Tables for progress. In 2022 **Meole Brace Secondary School**, **Belvidere Secondary School**, and **Mary Webb Secondary School** joined our Trust.

Our Governance has two tiers. The Trust Board (and its committees) has the overarching responsibility for governance of the Trust and each school. Each school also has delegated powers to their Local Governing Body. Our Headteachers report to three groups: the Executive Team (led by the CEO), our Trust Board (Chair is Mark Anderson) and their own Local Governing Body. At the present time, Belvidere's LGB is supported by the Trust.

As a Trust we support our schools with a helpful suite of central services which has its offices at Oldbury Wells, Bridgnorth. The team consists of Sarah Godden (CEO), Jo Evans (Deputy CEO, Director of Education and School Improvement), John Parr (Deputy Director of School Improvement) and Gwyneth Evans (Director of Finance), along with a central admin team who all support in the core aspects such as finance, HR, and premises. Each Headteacher retains leadership and responsibility for these areas but is supported in these tasks by the trust. As a result of this approach all our schools continue to develop and improve under their Headteacher's leadership, and each enjoys healthy finances. HR is run through our Trust, as the employer of all staff our schools, including of course Headteachers.

Our schools are also supported by a central service for education and governance. Sarah Godden, supported by Nicky Murray who is our Trust's Clerk, leads this joint work. We employ a School Improvement Advisor and three of our Team are Ofsted inspectors, which is most helpful. We work in a consistent way on several key education processes, such as Ofsted preparation and improvement planning. Each headteacher retains leadership and responsibility for education in their schools and as a result each school continues to retain their uniqueness.

For more information see: www.trusted-schools.com

Vacancy: Cover Supervisor

Salary	Grade 6, SCP 8 —11 (£13.90—£14.59 per hour)
Contract Term	Permanent
Contract Type	Term Time Only (43.60 weeks). 27.5 hours per week.
Start Date	September 2026 (or earlier if available)

We are seeking to employ an inspiring and enthusiastic Cover Supervisor, to teach across the ability range and support students across all key stages. This role includes supervising whole classes during the short-term absence of the class teacher under the guidance of teaching/senior staff, including implementing work programmes, managing pupil behaviour, and assisting pupils in relevant activities in line with the school's policies and procedures.

The role will require the post holders to supervise work that has been set by the teaching staff, and to provide feedback to students in relation to progress and achievement. The role will be flexible to include supporting individual or groups of students and assisting specific departments with routine administrative tasks.

We are looking for candidates who have experience of working to support children's learning gained in a relevant environment and can demonstrate an organised and positive approach to students to encourage their learning.

If you require any further details please telephone 01746 765454 or e-mail school@oldburywells.com.

Application Deadline: 9am on Monday 11th May 2026

(The Trust reserves the right to hold interviews prior to the application deadline, so encourage early applications).

Submit applications to: Vince Dovey at vince.dovey@oldburywells.com



Cover Supervisor - Job Description

Title:	Cover Supervisor
Reports to:	Assistant Headteacher
Salary:	Grade 6, SCP 8 —11

Purpose of the Post

To supervise whole classes during the short-term absence of the class teacher under the guidance of teaching/senior staff, including implementing work programmes, managing pupil behaviour, and assisting pupils in relevant activities in line with the school's policies and procedures.

Principal Duties and Responsibilities

Support for Pupils

- Supervise work that has been set by teaching staff
- Use specialist skills, training, and experience to support pupils
- Establish and maintain productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Assist with the development and implementation of Individual Education Plans
- Support pupils consistently whilst recognising and responding to their individual needs
- Provide feedback to pupils in relation to progress and achievement

Support for the Teacher

- Collect any completed work after the lesson and return it to the appropriate teacher
- Manage pupil behaviour to ensure a constructive environment
- Report back as appropriate using the school's agreed referral procedures on the behaviour of pupils
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Promote positive values, attitudes, and good behaviour, dealing promptly with conflict and incidents in line with established the established policies
- Deal with any immediate problems or emergencies according to the school's policies and procedures

Support for the curriculum

- Support the use of ICT where appropriate
- Make appropriate use of equipment and resources

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure that pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Facilitate and support the role of other professionals
- Assist with the supervision of pupils out of lesson times as required, including before and after school and at lunchtimes.

- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

Safeguarding

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Safeguarding JD for school staff.

Data Protection and other statutory responsibilities

- Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Data Protection JD for school staff.

Other Duties

- Any other duties that the Headteacher, EHT/ CEO/ Governing Body/ Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

Review and Signatures

- This job description is subject to review by the Headteacher/EHT/ CEO/ Governing Body/ Trustees in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

The above list is indicative and not exhaustive. The post holder will be expected to carry out any other duties associated with the work of the School as may be directed by the Chief Executive/Headteacher, commensurate with the grade of the post. This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the Head Teacher/Line Manager in consultation with the post holder and if applicable the relevant trade union. In these circumstances it will be the aim to reach agreement on reasonable changes but if agreement is not possible management, the employee and Trade Unions will continue to consult within an agreed time period to seek a reasonable solution to amend and make changes to the job description which are agreeable by both parties.

The School/Trust is committed to safeguarding and promoting the welfare of children.

This post is subject to an enhanced Disclosure & Barring Service Check (DBS), satisfactory employment references, online checks, identification and qualification checks which will be required prior to commencing duties to establish the suitability of the candidate.

We are committed to broadening our staff diversity to better reflect the diversity of the West Midlands. We are committed to gender equality and to being a family friendly employer. We therefore always consider requests for flexible working and part-time alternatives to full time posts.

Person Specification - Cover Supervisor

	Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good standard level of education • 5 GCSEs or equivalent, including English and Maths • First Aid Qualification • NVQ Level 3 for Teaching Assistants or equivalent, or willingness to undertake this qualification 	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>
Work or relevant experience	<ul style="list-style-type: none"> • 2 – 3 years' experience of working to support children's learning • Experience of working in an educational setting or other relevant environment 	<p>✓</p>	<p>✓</p>
Knowledge and Understanding	<ul style="list-style-type: none"> • Very good numeracy and literacy skills • Full working knowledge of relevant codes of practice/policies • Understanding of principles of child development and learning processes • Working knowledge of national curriculum and other relevant learning programmes and strategies 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
Skills and Abilities (relevant to post)	<ul style="list-style-type: none"> • Willingness to participate in training and development opportunities • Very good ICT skills and ability to use IT to support learning • Ability to use other equipment/technology – video, photocopier etc 	<p>✓</p> <p>✓</p> <p>✓</p>	
Personal Qualities	<ul style="list-style-type: none"> • Excellent communication skills • Ability to relate well to children and adults • Ability to work well as part of a team Flexibility and reliability • Ability to maintain confidentiality • Ability to work with a diverse range of people 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
Special Conditions	<ul style="list-style-type: none"> • Willingness to undertake a Criminal Records Bureau check 	<p>✓</p>	


Contact Details


Should you require any further information about the school, please visit our website at:

www.oldburywells.com

You can also see our latest news via our social media pages:

 Oldbury Wells School

 @oldburywellsschool

 @oldburywells

You can also find details about our Trust at www.trusted-schools.com

We hope that you decide to apply and I look forward to receiving your application.



Inspiring Education, Inspiring Lives!



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Bridgnorth, Shropshire
WV16 5JD

Tel no. 01746 765454

Email: school@oldburywells.com



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