



The Sovereign Trust Candidate Application Pack

Cover Supervisor HLTA (TA4)

Manor Academy is looking to appoint a Cover Supervisor to join the Team at Manor Academy.

The full job description and person specification can be found at the end of this pack.

Contents

The Sovereign Trust	Page 2
Manor Academy	Page 3
Job advert, Job Description and Person Specification	Page 4-9
How to apply	Page 10

The Sovereign Trust



We are a family of schools and colleges that believe that by learning and growing together, we can inspire children to achieve their highest personal achievements while enjoying individualised, innovative and creative teaching and learning.

We create environments in our academies that nurture, encourage exploration, celebrate creativity and forge a love of learning. The Sovereign Trust was established in 2016 to provide exceptional opportunities for learning for a family of special academies across the region.

We started with 2 special schools in Trafford; we now have 6 academies, which include three in the Salford area. Our academies cater for pupils from the age of 2 to 25. All of the pupils have an Education, Health and Care Plan and may have a diagnosis of Autism, Down syndrome, Physical or Medical needs, Learning difficulties or Social, Emotional and Mental Health issues.

To offer this type of education, we invest heavily in the people who work in our academies. Great academies have great leaders and great staff. Our team has leaders who have proven track records of taking under-performing schools to Outstanding, and once there, maintaining that level of excellence.

This is an exciting time to be part of The Sovereign Trust family, and I am proud to work with such exceptional professionals to deliver on our promise of exceptional opportunities for learning to every child in our care.

Our aims and aspirations are ambitious, as they should be; our children deserve no less. I hope that you will find all the information you need about us on our website <https://www.thesovereigntrust.uk/>

Manor Academy



Thank you for showing an interest in our school. Manor Academy is an 11-19 provision for children who have a range of learning difficulties and additional needs. All pupils have moderate or severe learning difficulties, but many have additional needs such as autistic spectrum condition, social and emotional mental health and physical disabilities.

We believe at Manor Academy that everything should start with the young person. We aim to create a safe, happy environment where all pupils are valued. We offer a broad and balanced curriculum with a wealth of opportunities. This not only gives the pupils an enriching school experience, but will also help prepare them with skills for life in the wider community. We offer a welcoming and supportive environment to parents, carers and their families. Our highly skilled staff look to celebrate all the achievements of our pupils.



‘At Manor Academy, we aim to create a happy, secure and stimulating learning environment in which all members of the school community can grow in confidence and develop their full potential. We provide the best possible opportunities and care to enable achievement. We make the difference so they can’.



A real focus of our nurturing school is to prepare our pupils emotionally and socially to become self-reliant, caring, and responsible adults. Our small classes allow for varied support which is tailored to individual needs, ensuring that all pupils can reach their potential both academically and in terms of developing independence skills. We want our children and young people to be the best they can be within an environment which challenges and supports. We focus upon academic standards, but equally important to us is the development of

independence skills and resilience to enable all to achieve and stand out as valued member of their communities.

Cover Supervisor HLTA (TA4)

Key Information

Role:	Cover Supervisor
Salary:	Band 6, SCP 23-25, £34,435.00 - £36,361.00 gross per annum (pro rata for term time only)
Employer:	The Sovereign Trust
Location:	Manor Academy, Manor Avenue, Sale M33 5JX
Working Pattern:	Monday to Friday, 36.25 hours per week, Pro rata 39 weeks per year.
Contract Type:	September 2026
Pension:	Local government pension scheme including a generous employer contribution. Please take a look at the website: https://www.gmpf.org.uk/
Benefits:	Salary sacrifice schemes for purchasing bikes used for work travel, through monthly interest-free salary deductions. Employee Assistance Programme provides access to a range of wellbeing services.

About Manor Academy

Manor Academy is a Good school, highly regarded both locally and nationally, and part of The Sovereign Trust, a growing and ambitious Multi Academy Trust specialising in supporting children and young people with Special Educational Needs and Disabilities (SEND).

At Manor Academy, we are committed to ensuring that every pupil is known, valued and supported to achieve their full potential. We provide a nurturing, inclusive and aspirational learning environment for pupils aged 11–19 with Social, Emotional and Mental Health (SEMH) needs, Autism Spectrum Condition (ASC) and Moderate Learning Difficulties (MLD).

All pupils have an Education, Health and Care Plan (EHCP), and we work closely with families, therapists and a range of external professionals to deliver personalised support and achieve the very best outcomes for every young person.

Our dedicated staff team is passionate about making a difference and creating opportunities that enable pupils to develop academically, socially and emotionally, preparing them for successful futures. As part of The Sovereign Trust, colleagues benefit from extensive professional development opportunities, collaboration across specialist provisions and the opportunity to contribute to a forward-thinking organisation committed to excellence in SEND education.

About the Role

We are seeking to appoint an enthusiastic, resilient and highly motivated Cover Supervisor (TA4) to join our dedicated team.

The successful candidate will supervise classes during the short-term absence of teaching staff, delivering pre-planned lessons and ensuring pupils remain engaged in learning. You will work closely with teaching and pastoral teams to support pupils' academic, social and emotional development whilst maintaining high expectations of behaviour, attendance and achievement.

This role would suit an experienced Teaching Assistant, Cover Supervisor, HLTA, graduate considering a career in teaching, or an individual with experience of working with young people in an educational or youth work setting.

Key Responsibilities

- Supervise classes during the absence of teaching staff.
- Deliver pre-planned lessons and learning activities across a range of curriculum areas.
- Promote positive behaviour and maintain a safe, purposeful learning environment.
- Support pupils with a range of SEND needs to access learning successfully.
- Monitor and record pupil engagement, progress and behaviour.
- Provide feedback to teaching staff following lessons.
- Work collaboratively with teachers, support staff, parents and external professionals.
- Contribute to the wider life of the school, including enrichment activities and educational visits.

We Are Looking For Someone Who:

- Holds a TA4, HLTA, teaching qualification or has equivalent relevant experience.
- Has experience working with secondary-aged pupils.
- Has experience supporting children or young people with SEND, SEMH and/or Autism.
- Can confidently lead a class and establish positive relationships with pupils.
- Has excellent communication, organisational and interpersonal skills.
- Is adaptable, resilient and solution-focused.
- Has high expectations of behaviour, learning and achievement.
- Is committed to safeguarding and promoting the welfare of children and young people.

We Can Offer

- The opportunity to work in a highly regarded specialist setting.
- A supportive and experienced leadership team.
- Access to high-quality professional development and career progression opportunities.
- Collaboration across The Sovereign Trust's specialist provisions.
- Membership of the Local Government Pension Scheme.

- Employee Assistance Programme and wellbeing support.
- A rewarding role where you can make a genuine difference to the lives of young people every day.

Safeguarding

The Sovereign Trust is committed to safeguarding and promoting the welfare of children and young people/adults. All staff are expected to share this commitment, and all appointments are subject to an enhanced DBS check, online searches, satisfactory references and all other pre-employment checks in accordance with Keeping Children Safe in Education.

Further Information

We strongly encourage applicants to visit our website: <https://www.manoracademysale.org/>

Job Description and Person Specification

Cover Supervisor

Main Purpose of the Role

To support the delivery of high-quality education for pupils with a range of special educational needs and disabilities, including pupils aged 11–19. The postholder will supervise classes during teacher absence, deliver pre-planned learning activities, support personalised learning, and contribute to a safe, inclusive and purposeful learning environment.

Key Responsibilities

Learning, Cover Supervision and Curriculum Support

- Cover lessons during teacher absence by delivering pre-planned learning activities and maintaining continuity of learning.
- Within an agreed system of supervision, plan, adapt and deliver challenging teaching and learning activities, evaluating and adjusting plans where appropriate.
- Support the delivery of the curriculum and personalised learning programmes for pupils with a variety of special educational needs.
- Select, prepare and adapt resources to meet pupils' learning, communication, sensory and physical needs, taking account of pupils' interests, backgrounds and prior attainment.
- Monitor and evaluate pupil responses to learning activities using agreed assessment and monitoring strategies against pre-determined learning objectives.
- Provide objective and accurate feedback, records and reports on pupil achievement, progress, behaviour and other relevant matters, ensuring appropriate evidence is available.
- Promote pupils' independence and use agreed strategies to recognise and reward achievement, self-reliance and positive engagement.

Pupil Support, Behaviour and Safeguarding

- Promote the inclusion, dignity and acceptance of all pupils within the classroom, wider school/college and community.
- Follow the school/college behaviour policy and individual pupil plans to anticipate, de-escalate and manage behaviour constructively, promoting self-control and independence.
- Support pupils with complex social, emotional, communication, sensory, physical, medical and personal care needs, including moving and handling where trained and authorised.
- Maintain a safe learning environment and follow all safeguarding, child protection, health and safety, intimate care, medication and data protection procedures.
- Report concerns promptly in line with Trust and school/college safeguarding procedures.

Teamwork, Communication and Wider contribution

- Liaise effectively with teachers, line managers, teaching assistants and other colleagues to create a successful learning environment for all pupils.
- Provide appropriate direction and support to teaching assistants during cover sessions, where required, in line with agreed classroom roles and responsibilities.
- Establish constructive relationships and communicate effectively with parents/carers, other agencies and professionals, in liaison with the teacher or line manager.
- Contribute to meetings with parents/carers and professionals by providing constructive feedback on pupil progress and achievement, where required.
- Support extra-curricular activities, educational visits and wider school/college activities within agreed policies and risk assessments.
- Contribute to raising standards by following Trust and school/college policies and supporting the ethos, values and aims of the school/college.
- Attend training, supervision and professional development relevant to the role and the needs of pupils.

Person Specification

Attributes	Essential	Desirable	Application	Observation	Interview
Qualifications	<ul style="list-style-type: none"> • Relevant TA4 qualification or equivalent • Up-to-date safeguarding training • Additional CPD undertaken specifically on supporting pupils with SEN • Relevant subject Qualifications 	<ul style="list-style-type: none"> • SEN specialism • Knowledge and understanding of a trauma-informed way of working in schools • A knowledge and understanding of working with SEND students • Attachment awareness and the ability to put knowledge into practice • TA4 or HLTA qualification • Willing to undertake TA4 qualification upon starting the role 	✓		✓
Experience	<ul style="list-style-type: none"> • Experience or expertise in SEN starting at Entry Level qualifications • Experience in maintaining a high-quality, safe and stimulating learning environment • Ability to teach using a wide variety of strategies to maximise achievement for all children, including those with special educational needs and high achievers and to meet differing learning styles. 	<ul style="list-style-type: none"> • Experience of working up to GCSE • Experience of teaching a variety of pupils with SEND • Experience of using de-escalation strategies outlined by Team Teach • Specific examples of maintaining high expectations to allow all pupils to fulfil their full potential 	✓	✓	✓

	<ul style="list-style-type: none"> • Experience in creating and maintaining effective partnerships with parents to support pupils' learning 				
Professional Understanding, Knowledge and skills	<ul style="list-style-type: none"> • Knowledge of how the curriculum can be adapted to meet the needs of pupils with a range of SEN relevant to the age range of the school, including assessment, recording and reporting • An in-depth knowledge and understanding of safeguarding and how to promote the wellbeing of pupils • Awareness of the Education Acts and the SEND code of practice 	<ul style="list-style-type: none"> • Experience working with other agencies • Experience working collaboratively with other schools, universities and organisations • Sound knowledge of assessment and scaffolding 	✓		✓
Teaching and Learning	<ul style="list-style-type: none"> • A passion for working with young children • Practical understanding of effective teaching and evaluation strategies for pupils with SEN • Recent experience of teaching in KS3 and KS4 • Able to differentiate learning objectives to meet the needs of all levels of ability in the class • Proactive in solving problems and solution-focused during lessons • Creative in approach to planning and delivering lessons • Able to manage pupil behaviour effectively • Able to use ICT to advance pupils' learning and use common ICT tools for their own and pupils' benefit. 	<ul style="list-style-type: none"> • Previous experience of delivering lessons to KS3 and above up to and including college provision 	✓	✓	✓

This job description may be amended to reflect the evolving needs of the academy and Trust.

Are we the right opportunity for you?

If you wish to be considered for this vacancy, you should complete the attached application form. Please note that only applications submitted directly to HR via the application form will be considered. Candidates who submit a CV will not be short-listed. Completed applications demonstrating your ability to meet the requirements for the role are to be returned to hr@thesovereigntrust.uk by 9 am on the deadline day.

Closing date for receipt of applications:	Monday, 22 June 2026
Shortlisting:	Tuesday, 23 June 2026
Interviews for successful candidates will be held at Manor Academy:	W/C 29 June 2026

Keeping Children Safe in Education

The Sovereign Trust is committed to safeguarding and promoting the welfare of its pupils and expects all those working for the Trust to share this commitment.

An online search will be carried out, and a Childcare Declaration form will be required from shortlisted candidates.

This post is subject to a satisfactory two-year reference history, which we will endeavour to seek before interview, Disclosure & Barring Service (DBS) check (previously CRB), medical clearance, and proof of legal working in accordance with the Asylum and Immigration Act 1996.

A copy of our Safeguarding and Child Protection Policy can be found on our website by following this link <https://www.thesovereigntrust.uk/policies-1/> .