



Co-op Academy  
Bebington

# Cover Supervisor Candidate Pack



# Welcome from the Headteacher

Thank you for your interest in the role of Cover Supervisor.

This is an exciting opportunity for an exceptional candidate to make a real difference in our academy. Co-op Academy Bebington is at an exciting stage of its development, having recently been judged 'Good' in all areas by Ofsted - we are now aiming for 'Outstanding'. We became part of the Co-op Academies Trust in April 2019 and as such we are fully committed to placing our Co-operative values and 'Ways of Being' at the forefront of our ambition to deliver outstanding provision for our community.

We pride ourselves on delivering an ambitious curriculum for all children, including those with additional needs. We incorporate a small Enhanced Resourced Provision for students with moderate learning difficulties and we also have an extensive student support department in order to better engage students who find school more challenging. The successful candidate will be instrumental in our future development and success as an academy.

Should you wish to arrange a visit before applying you will find our Academy calm and purposeful. Like all who visit us, you will notice how wonderful our pupils are, the positive team ethos amongst staff and how welcoming and friendly we are. To arrange a visit, please contact [stephanie.smith@coopacademies.co.uk](mailto:stephanie.smith@coopacademies.co.uk)

We are committed to improving outcomes for every student and this is encapsulated in our core professional purpose: "Shaping Exceptional Futures", which is underpinned by our 8 principles:

- Placing our students at the heart of everything we do.
- Removing the barriers to learning so that all students and staff are provided with a vision of what they can be and supported to achieve that vision.
- Embracing healthy living so that all are physically, emotionally and mentally enabled to excel and achieve their dreams.
- Respecting everyone in the whole school and local community, so that we are recognised as a family school within an extended community, which supports and cares for each other.
- Recognising and celebrating student achievement, academically, socially, physically, mentally and inclusively.
- Encouraging everyone in the school community to excel and achieve, in whatever form that may take.
- Providing our students with a spiritual vision for the future and the appropriate learning pathway.
- Being relentless in our determination for each others' success.

Best wishes,  
Jane Whisker | Headteacher

# Our Co-op Academies Trust

Dear Applicant,

Thank you for showing interest in our academy and our Trust.

We are a large Multi Academy Trust spanning the North and West Midlands of England. Our Trust includes a wide variety of schools, from small and large primary schools to secondary schools, a college, and special schools that offer all-through, primary, and secondary education. We are currently based in Leeds, Bradford, Kirklees, Staffordshire, Stoke, Wirral, Manchester, Oldham, and Salford, structured into four regional hubs.

We are focused on growing the Trust to ensure that all our schools are strong, reliable, and offer exceptional pupil experiences that positively impact our communities. It's the quality of our schools that matters, not the quantity.

We have the highest ambitions for the communities we serve. Our commitment to school-to-school collaboration drives continuous improvement across our schools. We are also dedicated to investing in our staff, with a strong CPD programme and succession planning that provides clear pathways for career progression.

We are looking for staff who are passionate about making a difference and transforming our communities through their daily work, embodying our "Ways of Being." These core values - Do What Matters Most, Succeed Together, Be Yourself Always, and Show You Care - are evident in everything we do.

What sets our Trust apart is our sponsorship by the Co-op Group. Co-op values are also embedded in how we work, and our close relationship with the Co-op means we benefit from the expertise that has made it one of the most respected and ethically driven businesses in the country. Since our founding in 2010 with just two academies, we have taken a pragmatic approach to growth, always working collaboratively to improve every academy in our Trust. By providing a great education, we are changing the lives of young people. Grounded in cooperative principles, we empower both staff and students to work together for a better education and stronger communities.

We are proud of the rich diversity across our Trust, which strengthens our ability to make a real difference. We are committed to ensuring that each student receives an excellent, memorable school experience that prepares them for future success, while also instilling a strong sense of moral integrity and responsibility.

Best wishes,

Dr Chris Tomlinson | Chief Executive Officer

# Our Values

Co-op Academies Trust is committed to the values shared by co-operatives everywhere:

Self-help – we support learners, parents, carers and staff to help themselves

Self-responsibility – we encourage learners, parents, carers and staff to take responsibility for, and answer to their actions

Democracy – we give our learners, parents, carers and staff a say in the way we run our schools

Equality – we believe that the voice of each individual should be heard

Equity – we run our schools in a way that is fair and unbiased

Solidarity – we share interests and common purposes with our learners, parents, carers and staff, and with other schools in the communities we serve

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We strive to demonstrate the following ethical values in everything we do:

Openness – we believe in being open with colleagues in our schools and beyond, children and their families, sharing information and ideas to raise standards and life chances

Honesty – we act in a professional and respectful manner in our dealings with everyone

Social responsibility – we maximise our impact on the people in our communities while minimising our footprint on the world

Caring for others – we treat everyone as we wish to be treated ourselves, understanding that children only have one childhood

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We use our simple 'Ways of Being Co-op' to demonstrate our values:

- Do what matters most
- Be yourself, always
- Show you care
- Succeed together

# Job Description

## Cover Supervisor Co-op Academy Bebington

Salary: Grade E Pt 8 to 11

Location: Bebington, Wirral

Start date: ASAP

### Purpose of the role

To provide a daily cover service as directed by the line manager and assist with the education and care of the students in the school. To ensure students carry out curriculum tasks set by the teacher and assist students in understanding the nature of these tasks to minimise the effect of the teacher's absence upon the student's learning.

## Key Accountabilities

- Register each class
  - Supervise students with work left in accordance with the Academy policy.
  - Assist in preparing the learning environment and materials used therein.
  - Assist with the management of student behaviour to ensure a constructive working environment.
  - Collect all work completed after the lesson and return to an agreed person/place.
  - Leave the classroom in good order at the end of each lesson.
  - Supervise entry and departure of students in accordance with Academy policy.
  - Record and report attendance at lessons in accordance with Academy policy.
  - Assist in exam invigilation as required.
  - Report poor student behaviour during lessons using the Academy agreed referral procedures, also report any other issue arising.
  - Deal with any immediate problem or emergency according to the Academy policies and procedures.
  - Follow all Academy policies and procedures especially those relating to Child Protection, Health & Safety and Data Protection (GDPR).
  - Respect confidential issues linked to home/students/teacher/school/work and keep confidences as appropriate.
  - Attend staff in-service training, as appropriate.
  - Carry out staff duties
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## Core Duties

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used under which the detailed routines are assumed to be included in the job description.

Staff should not refuse to undertake work, which is not specified on this form, but they should record what they consider to be additional duties they are required to perform, and these will be taken into account when the post is reviewed.

## Person Specification

Cover Supervisor  
Co-op Academy Bebington

App – Application form

SP – Selection process (which could include a range of exercises, including an interview)

Ref - Reference

	Essential / Desirable	How identified
<p>Qualifications and Experience</p> <ul style="list-style-type: none"> <li>• Excellent numeracy/literacy skills – equivalent to Level 2 in Maths &amp; English</li> <li>• Excellent skills equivalent to Level 3 (A Level) in Ebacc subject – Maths/English/Science/History/Geography/French/Spanish</li> <li>• Training in relevant strategies +-eg. Literacy/Numeracy &amp; behaviour</li> <li>• Training in relevant strategies +-eg. Literacy/Numeracy &amp; behaviour</li> </ul>	<p>D</p> <p>D</p>	
<p>Qualities and knowledge / leadership</p> <ul style="list-style-type: none"> <li>• Ambition to succeed, develop and engage in continuous Professional Development</li> <li>• Calm and approachable manner</li> <li>• Involvement in extra-curricular activities</li> <li>• Resilience and sense of humour</li> <li>• Total commitment to safeguarding children</li> </ul>		

### Personal qualities and attributes

- A creative and Imaginative approach to working with Students
- An enthusiastic approach to working with students
- Ability to supervise and motivate students and engage them with their learning
- Ability to defuse situations
- Work Constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
- Accurate and well organised approach to work
- Excellent standard of interpersonal, oral and written communication skills
- Ability to work flexibly and respond to developing needs

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## How to apply

All applications must be made using the Trust's application form using the link below:

<https://recruit.sampeople.co.uk/Jobboard/Trust/co-opacademiestrust/00016>

For an informal chat about the role and the academy, and/or to arrange a visit, please contact [stephanie.smith@coopacademies.co.uk](mailto:stephanie.smith@coopacademies.co.uk)

Closing Date for applications: 23/01/26 at 5pm

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## Interview timetable

Closing Date: 23rd January 2026 – 5pm

Interviews: W/C 26/01/26

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## What we offer:

- Excellent opportunities for personal and career development within the Co-op Academies Trust;
- Employee benefits such as retail discounts, reduced gym membership, cycle to work scheme and much more;
- Free access to a confidential 24/7 Employee Assistance Programme;
- Effective, supportive and dynamic leadership;
- A superb, school building with a flexible and creative ICT rich working environment;
- A welcoming, friendly, supportive, effective and efficient professional/Continuing professional development.



## Co-op Academies Trust

One Angel Square; Manchester; M60 0AG

*Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.*

*Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.*