



# Application Pack

## Cover Supervisor

### Childwall Sports & Science Academy

<b>Start Date:</b>	<b>01 September 2025 or as soon as possible</b>
<b>Closing Date:</b>	<b>8:00am, Friday 28 February 2025</b>
<b>Shortlisting:</b>	<b>Monday 03 March 2025</b>
<b>Post Scale:</b>	<b>NJC SCP 7 - 11</b>
<b>Salary:</b>	<b>£25,584 - £27,269 FTE</b> <b>Pro rata salary £21,632 - £23,057</b>
<b>Contract Term</b>	<b>Full Time/Term Time Only</b> <b>Permanent</b>

#### HOW TO APPLY

To submit your application please use [TES Quick Apply](#)



*We engage with all within our Trust and beyond to enable them to show the world their particular strengths, their ideas and their passion”.*

## We do this by...

- 1) Empowering individuals through learning;
- 2) Fostering a “can-do” attitude that leads to continuous improvement;
- 3) Producing confident young adults with high levels of perseverance, proficiency and integrity;
- 4) Encouraging families and our schools to work together to support student learning;
- 5) Providing a happy, safe, supportive environment where students can learn effectively;
- 6) Developing the whole child with a comprehensive offer of wider curriculum;
- 7) Engaging with our students to inspire, contribute and care;
- 8) Developing leadership at all levels for students, staff, governors and our communities;
- 9) Promoting an enterprise culture that creates close working partnerships with business and wider partners;
- 10) Committing to having honest conversations about our strengths and our opportunities for growth.

## Our Values

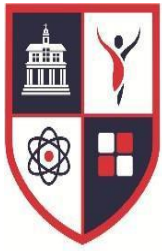
Our values guide the decisions we make every day.

- **RESPECT FOR OTHERS** - Show respect for and value all individuals for their diverse backgrounds, experiences, styles, approaches, ideas and beliefs.
- **TRUST** - We build trust through responsible actions and honesty.
- **PERSONAL ACCOUNTABILITY** - Take personal accountability for behaviour, actions, words and results.
- **SOLUTION FOCUSED** - Focus on finding solutions and achieving great things.
- **CAN DO ATTITUDE** - Adopt a determined attitude and work hard to get the job done.
- **COLLABORATION** - We achieve more when we work together, support each other and collaborate.
- **COMMITMENT TO SELF AND OTHERS** - Personal commitment to success and wellbeing of others in your class or team.
- **RESILIENCE** - We strive harder and are more determined to overcome challenges.
- **PRIDE** - Be proud of being part of Team Lydiate, celebrating your own and others' success.
- **COMMUNICATION** - Communicate effectively and listen to one another for understanding and compassion.

## We Offer

At Lydiate Learning Trust we believe in recruiting talented, capable people and developing them to fulfil their career ambitions so that we Engage, Enable and Empower our young people. We offer:

- ❖ A future vision map and professional development
- ❖ A highly competitive salary
- ❖ A staff development programme and appropriate CPDL
- ❖ Excellent occupational health and employer assistance programme
- ❖ Cycle and Technical salary sacrifice scheme
- ❖ Family friendly policies
- ❖ Union recognition
- ❖ A friendly Trust which looks after the wellbeing of its staff
- ❖ Coaching (internal and external to the Trust)
- ❖ A high quality and supportive onboarding programme
- ❖ A modern and relevant approach to appraisal
- ❖ Annual Flu Jobs
- ❖ An excellent Pension Scheme
- ❖ Personal recognition and reward



## CHLDWALL SPORTS & SCIENCE ACADEMY

LYDIATE  
LEARNING TRUST

Dear Candidate,

Thank you for your interest in the position of Cover Supervisor. This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. We hope it answers all of your initial questions, but if not, please do not hesitate to contact us and we will endeavour to help you through your application.

Childwall Sports & Science Academy is a vibrant, ambitious and multi-cultural school. Our ambition is to be 'outstanding' in all areas and welcome your application to be part of that journey.

Alongside, and no less important, is our excellent performance. We work hard to ensure that Childwall offers a friendly, welcoming and enriching environment for all, including those who work, visit and study here.

Whilst we are proud of our achievements, we strive to improve year on year whilst maintaining the happy atmosphere for which we are renowned. We match our goals by the whole school community working together as a team.

Our people are at the heart of our success. We have developed a strong culture of collaboration and best practice, with professional development and career planning at its centre. We invest in our staff with support, coaching, mentoring, and a wide range of top-quality training programmes delivered at every level to senior leadership.

If you feel you are up to the challenge, keen to do well and would enjoy working at Childwall Sports & Science Academy, then please apply.

We do hope you are that special person we are looking for and we look forward to hearing from you.

Yours sincerely,

**Ms J E Vincent**  
**Headteacher**  
**Childwall Sports & Science Academy**

**Mrs A Stahler**  
**Chief Executive Officer**  
**Lydiate Learning Trust**



## Equal Opportunities

LLT is an equal opportunities employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital status, race, religion, colour, nationality, ethnic or national origins or disability or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

To assist us in monitoring the operation of our equal opportunities policy, and for no other reason, please ensure you complete an [equal opportunities monitoring form](#) which can be found on our Careers Homepage.

## Safeguarding & Enhanced DBS Checks

The Lydiate Learning Trust is strongly committed to Safeguarding and promoting the welfare of students and expect staff to share this commitment and maintain a vigilant and safe environment. All posts are subject to an enhanced DBS check. All staff will be expected to follow the school's child protection policy, code of conduct for adults and managing allegations against staff procedures.

# Job Description

## Cover Supervisor

<b>Purpose</b>	<ul style="list-style-type: none"><li>• To work under the guidance of teaching staff, within an agreed system, to supervise whole classes during the short-term absence of teachers.</li><li>• To respond to questions and generally assist students in undertaking set activities when fulfilling this supervisory role.</li><li>• To work with and supervise individuals and groups of children under the direction/instruction of teaching and/or senior staff, inclusive of physical and general care and basic classroom management techniques.</li><li>• The role includes working with specifically allocated departments as directed by the Line Manager.</li></ul>
<b>The Role</b>	<p>The role of the Cover Supervisor covers for short-term absences of a teacher. These might be known in advance (for example, where a teacher has a medical appointment or is undergoing professional development) or unexpected (for example, absence due to illness).</p> <p><b>Cover supervision of daily tasks includes:</b></p> <ul style="list-style-type: none"><li>• Supervising work that has been set in accordance with the school policy;</li><li>• Managing the behaviour of students whilst they are undertaking this work to ensure a constructive learning environment;</li><li>• Responding to any questions from students about processes and procedures;</li><li>• Dealing with any immediate problems or emergencies according to the school's policies and procedures;</li><li>• Collecting any completed work after the lesson and returning it to the appropriate teacher;</li><li>• Reporting back as appropriate using the school's agreed referral procedures on the behaviour of students during the class, and any issues arising.</li></ul> <p><b>Routine Duties:</b></p> <ul style="list-style-type: none"><li>• To attend inset and meetings aimed at Teaching Staff</li><li>• To work closely with classroom teachers</li><li>• To help the students with learning difficulties to access the curriculum as appropriate</li><li>• To work with the special needs students individually or in small groups</li></ul>
<b>Reporting to</b>	Cover Manager
<b>Salary Scale</b>	Scale 7-11
<b>Working Time</b>	37 hours per week/Term Time only

## Core Duties

### Support for students when supervising classes in the absence of the teacher

- To register and record student attendance.
- To instruct students regarding the work left by their teacher.
- To provide students with the necessary resources for their learning.
- To enable orderly entrance and exit of classrooms.
- To promote the inclusion and acceptance of all students within the classroom.
- To create a calm and purposeful environment in which students can complete work set by the classroom teacher and engender high expectations.
- To follow the school's systems and procedures on behaviour management.
- To report back as appropriate, using the school's referral procedures, on the behaviour of students during the class and any issues arising.
- To manage resources effectively and ensure classrooms are left tidy and ready for the next lesson.
- To collect any completed work after the lesson and return it to the appropriate teacher.
- To liaise with teachers about cover work.
- To be aware of particular students' specific needs.
- To support students in using basic ICT as directed.
- To ensure students conform to the school code of conduct in dress, behaviour and work.

### Support for the School

- To provide support for the curriculum when supervising classes in the absence of a teacher.
- To be aware of, and comply with, policies and procedures relating to inclusion, child protection, assertive discipline, health, safety and security, equal opportunities, SEN, confidentiality and data protection, reporting all concerns to an appropriate person.
- To contribute to the overall ethos/work/aims of the school.
- To attend and participate in regular meetings, including staff meetings.
- To participate in training, learning activities and an annual performance review as required.
- To recognise own strengths and areas of expertise, and use these to advise and support others.
- To supervise students on visits, trips and out-of-school activities as required.
- To provide clerical/admin support as required.

***The above requirements are specific to the role and complement the current duties for this position. It is current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job that are commensurate with the salary and job title.***

# Person Specification

## Cover Supervisor

Personal Qualities	
<ul style="list-style-type: none"> <li>Ability to work effectively within a team environment, understanding classroom roles and responsibilities</li> </ul>	E
<ul style="list-style-type: none"> <li>Ability to build effective working relationships with all students and colleagues</li> </ul>	E
<ul style="list-style-type: none"> <li>Ability to promote a positive ethos and role model positive attributes</li> </ul>	E
<ul style="list-style-type: none"> <li>Good personal numeracy and literacy skills</li> </ul>	E
<ul style="list-style-type: none"> <li>Awareness and basic understanding of school curriculum (with specified age range or subject area)</li> </ul>	E
<ul style="list-style-type: none"> <li>Basic awareness of inclusion, especially within a school setting</li> </ul>	D
<ul style="list-style-type: none"> <li>Understanding of basic technology – computer, video, photocopier (preferably within an educational setting)</li> </ul>	D
<ul style="list-style-type: none"> <li>Requirement to complete DfE Teacher Assistant Induction Programme</li> </ul>	E
<ul style="list-style-type: none"> <li>Willingness to participate in relevant training and development opportunities</li> </ul>	E
<ul style="list-style-type: none"> <li>Willingness to undertake appointed person certificate in first aid administration</li> </ul>	D
Must be able to demonstrate	
<ul style="list-style-type: none"> <li>High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements</li> </ul>	E
<ul style="list-style-type: none"> <li>Ability to build and maintain successful relationships with students, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners</li> </ul>	E
<ul style="list-style-type: none"> <li>Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice</li> </ul>	E
<ul style="list-style-type: none"> <li>Able to liaise sensitively and effectively with parents and carers, recognising role in students' learning</li> </ul>	E
<ul style="list-style-type: none"> <li>Able to improve their own practice through observations, evaluation and discussion with colleagues</li> </ul>	E
Confidential References	
<ul style="list-style-type: none"> <li>Positive recommendation from all referees, including current employer.</li> </ul>	E