Cover Supervisor

Full Time / Part Time • 1 x Permanent and 1 x Fixed Term

NJC SCP 7-9 (pro rata)

Required to start 01 September 2026

Our School

Formby High School is a heavily oversubscribed and thriving 11–18 mixed comprehensive academy with over 1,150 students. Our motto, 'determined to achieve', underpins every aspect of school life and reflects our commitment to high standards, ambition and opportunity for all. With a strong and well-established reputation in the local community, Formby High School was judged Good in all areas in our most recent Ofsted inspection (November 2022). Inspectors highlighted how students are "inspired to succeed" and "proud to attend their school", reflecting the warm, aspirational and inclusive environment we provide. Our dedicated team of over 140 teaching and support staff work collaboratively with parents and carers to secure the best possible outcomes for our young people.

The Role

We are seeking an enthusiastic, dynamic and organised team player to join our team as a Cover Supervisor. The successful candidate will:

- have high expectations for student achievement and behaviour;
- demonstrate the ability to form positive, constructive relationships with students, colleagues and families;
- be flexible, proactive and able to contribute effectively to a strong team;
- communicate clearly and confidently;
- be self-motivated, well-organised and able to manage their workload efficiently.

This role is suited to candidates who have an interest and commitment in learning how to support young people on their journey through high school, as well as those who have experience of working in a school setting.

We Offer

Joining Formby High School means becoming part of a supportive, forward-thinking and ambitious community.

We are proud to offer:

- a warm, welcoming and highly supportive staff team;
- motivated, respectful and engaged students who enjoy learning;
- a positive, inclusive school culture built on mutual respect and aspiration;
- a strong commitment to staff wellbeing and professional development;
- excellent transport links to Liverpool, Preston and Manchester.

Further information about the school can be found at: www.formbyhighschool.com



About the Cover Department

Our Cover Team is a small, highly effective group led by the Office Manager, playing a vital role in the smooth day-to-day running of the school. The team works closely with teaching staff, delivering lessons under the guidance of teachers and ensuring that learning continues seamlessly in their absence. Their strong understanding of the school's policies, routines and expectations enables them to provide consistency and continuity for students.

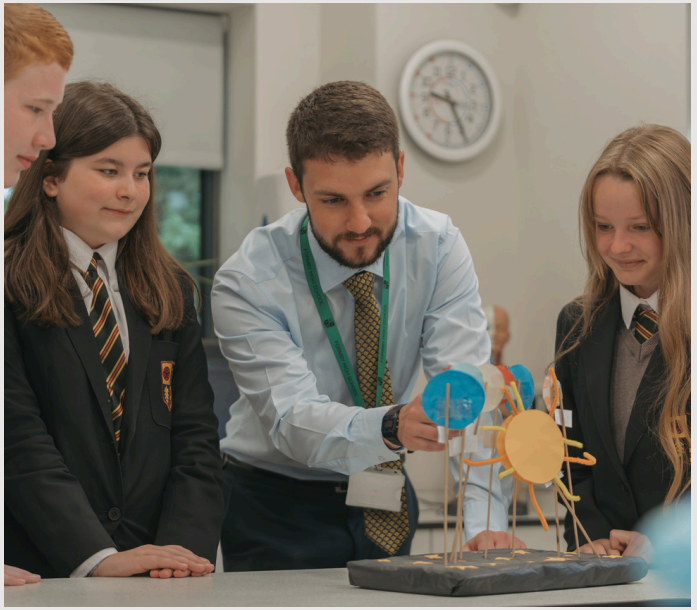
Known for their proactive and positive approach, the team is skilled in behaviour management strategies and thrives in a fast-paced, busy environment. They are exceptionally well organised, adaptable and confident, ensuring that cover is delivered to a high standard across a range of subjects and year groups. Their ability to maintain high expectations and build positive relationships with students is key to their success.

When classroom cover is not required, the team supports a range of administrative tasks, contributing flexibly across the school. By keeping as much cover in-house as possible, the Cover Team helps maintain stability, familiarity and continuity for students, making them an invaluable part of the wider school community

At the heart of the Cover Team is a strong sense of teamwork, pride and positivity. Team members enjoy being busy and take ownership of their role, showing initiative and a willingness to go the extra mile to support colleagues and students alike. Their knowledge of the school and commitment to upholding its values ensure they are trusted, respected and central to maintaining a calm, purposeful learning environment.







How to Apply

If you wish to apply, please complete the TES online application form. In your supporting statement, please include:

- your reasons for applying and why you are suited to the role;
- your relevant experience of working with or supporting young people;
- what you will bring to the position if appointed.

Shortlisted applicants will be contacted by telephone as soon as possible after shortlisting has taken place.

For further information, please contact:

Kelly Rhymes, HR Manager – k.rhymes@formbyhighschool.com

Closing date for applications: 09:00am Wednesday 8th July 2026
Final selection: w/c 13th July 2026

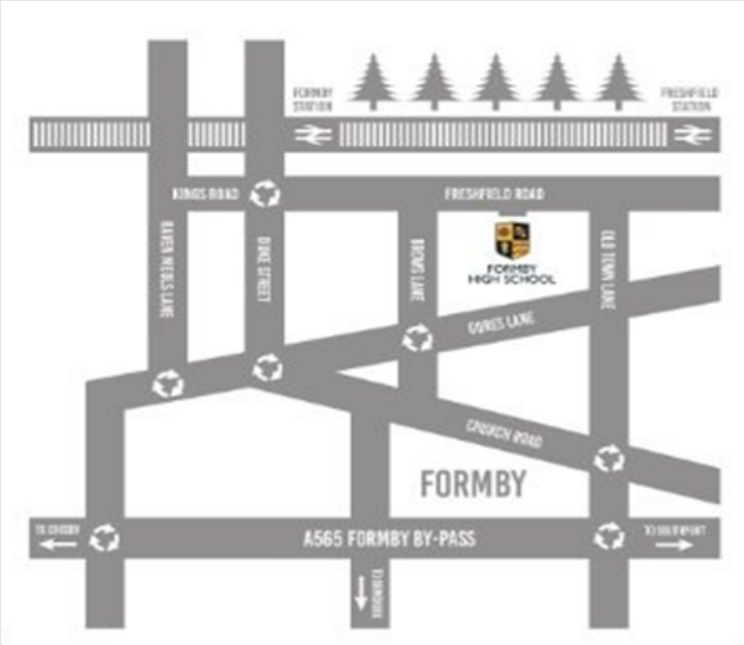
Safeguarding Statement

Formby High School is committed to safeguarding and promoting the welfare of young people. The successful applicant will be required to undertake an Enhanced DBS check, and personal information will be cross-referenced in line with our Safeguarding Policy. We also carry out online checks on shortlisted candidates in accordance with our Safer Recruitment Policy.



The school is situated in leafy Freshfield, situated in the north of Formby. Trains run every fifteen minutes between Liverpool and Southport on Merseyrail's Northern Line and the school is a short walk from Formby and Freshfield stations. The school is easily accessible by car with Formby being serviced by good roads links from the north and south. There is also an extensive network of cycle routes in the local area which allow for generally 'hills-free' cycling! Formby has a population of circa 30,000 and is located 12 miles north of Liverpool, a vibrant and progressive city with distinct character. The Sefton coastline is beautiful and Formby benefits from the National Trust nature reserve, home to its famous red squirrels. Just to the south Anthony Gormley's Iron Men can be found on Crosby beach. Formby has excellent local amenities and the school is only a short walk from the village centre. Although generally an affluent area, house prices are varied and recently there has been considerable investment in new housing.

The school buildings are set in 30 acres of grounds. There is plenty of green space and the campus is lined with mature trees. The original building was erected in time for the school's opening in 1938 and further buildings were erected as the school population grew during the 1970s. A purpose built Sixth Form Centre was opened on site in 2004 and a new SEN unit building is due to open in Autumn 2024.





Due to the popularity of the school, most students live in very close proximity and walk or cycle to school with only a small number travelling from the north or south by train. As the school's admissions criteria gives high priority to siblings, families develop a long-standing relationship with the school as all of their children pass through.

Easily accessible from Formby:

- The Sefton Coastline (20 mins walk)
- Liverpool (30 minutes)
- Manchester (1 hour)
- The Lake District (1.5 hours)
- London (2 hours by train from Liverpool)

June 2026

Formby High School
Determined to Achieve

Cover Supervisor
Commencing 01 September 2026

Dear Applicant,

Thank you for your interest in the post of Cover Supervisor (1 x permanent and 1 x fixed term) at Formby High School. I am delighted that you are considering applying to join our vibrant and ambitious learning community.

Formby High School is a thriving and highly regarded 11–18 comprehensive academy with a strong record of academic achievement and personal development. Our students are engaged, enthusiastic and proud of their school; our parents and Trustees are supportive and committed and our dedicated staff are talented, experienced and always willing to go the extra mile for the young people in our care. Collectively, we work hard to ensure that our school motto, 'determined to achieve', is lived out every day.

I would warmly encourage you to explore our website for further information about the school, its values and its community. If you wish to visit the school before submitting an application, we would be pleased to welcome you and offer you the opportunity to see our work first-hand.

Formby High School is fully committed to safeguarding and promoting the welfare of all young people. The successful applicant will be required to undertake an Enhanced DBS check and all personal information will be cross-referenced in accordance with our Safeguarding Policy. In line with safer recruitment guidance, basic online checks will also be completed for all shortlisted candidates.

Applications must be received by 9:00am on Wednesday 8th July 2026. The final selection process will take place during the week commencing 13th July 2026, and shortlisted candidates will be informed by telephone as soon as possible after shortlisting has been completed.

Candidates invited to the final selection stage will receive a detailed programme on arrival. This will include a tour of the school, a classroom observation and a formal interview. Following the observation, a smaller number of candidates will be invited to proceed to the formal interview.

The appointment panel – which will include members of the Senior Leadership Team and representatives from the Cover Department and the Board of Trustees – will base their decision on:

- your application form
- the quality of your tasks and classroom observation
- your performance during the formal interview

Thank you once again for your interest in joining Formby High School. I look forward to receiving your application and learning more about the contribution you could make to our school.

Yours sincerely

Alex Wood
Headteacher

