

# Penwortham Girls' High School



# Recruitment Pack

## Cover Supervisor

Required 1st June 2025



**Application Deadline:**

**4pm on 28th April 2025**



Articulate Questioning

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Tolerant Independent

[www.penworthamgirls.lancs.sch.uk](http://www.penworthamgirls.lancs.sch.uk)



# Welcome from the Headteacher

Dear Candidate

Thank you for expressing an interest in joining our exceptional team here at Penwortham Girls' High School. As Headteacher, I am immensely proud of our school's success and the ethos that underpins our achievements. Our commitment to providing a quality first teaching, rooted in our core values of ambition, compassion, social responsibility, curiosity, dignity, and resilience, ensures that our students thrive both academically and personally.

Penwortham Girls' High School has consistently achieved outstanding academic results, ranking among the top-performing schools in Lancashire. Our most recent GCSE results reflect our dedication to excellence, with 72% of students achieving Grade 5 or above in English and Maths and an exceptional Progress 8 score of 0.6 in 2024. These achievements are a testament to the hard work and commitment of both our students and staff.

Our reputation for excellence ensures that the school is consistently oversubscribed each year, with 800 students currently on roll. In addition, we are delighted to share that we are embarking on an exciting new chapter, with the construction of a state-of-the-art school building, scheduled to open in Autumn 2026. This development represents a fantastic opportunity to bring our strong traditional values into a modern and inspiring learning environment.

The strength of our school has been affirmed by our most recent OFSTED report (May 2024), where we were once again judged as outstanding. Inspectors described Penwortham Girls' as a place where, "Pupils are very proud to be part of this welcoming and happy school community. They develop strong and trusting relationships with staff and their peers." As a single-sex school, we are uniquely placed to focus on empowering girls to succeed in every aspect of their education and personal development.

We are currently inviting applications for the position of **Cover Supervisor**, an exciting opportunity for an individual who is passionate about making a positive difference in the lives of young people. As a member of our team, you will join a vibrant, high-achieving, and supportive environment where staff are highly valued and encouraged to grow professionally. Collaboration, innovation, and a relentless focus on student success are at the heart of everything we do.

We are looking for an individual who shares our vision of providing high-quality teaching first, ensuring that all students achieve their potential. As Cover Supervisor you play a vital role in ensuring we can deliver learning of a consistently high quality when staff are absent. We are particularly proud of our inclusive and multicultural school community, where diversity is celebrated, and every student is supported to excel.

In return, we offer:

- A supportive and welcoming workplace with a focus on staff well-being.
- Opportunities for professional development and career progression.
- A chance to make a real impact on the lives of our students.
- The opportunity to work within a school with a proven track record of success and an exciting future ahead.

We warmly invite you to visit our school to experience first hand what makes Penwortham Girls' High School such a special place to work. Please don't hesitate to contact us to arrange a tour.

Thank you for considering this exciting opportunity. I look forward to receiving your application and hopefully welcoming you to our team.

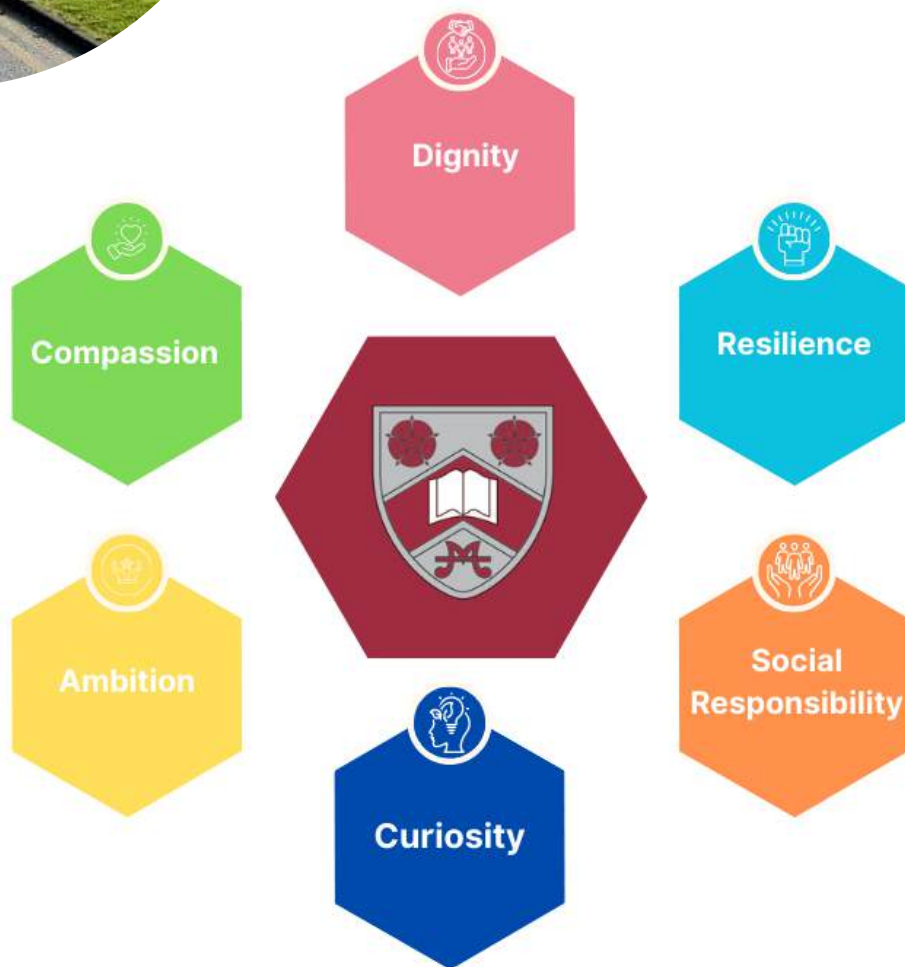
Yours sincerely,  
Sharon Hall  
Headteacher



# Aims and Values



OUR MISSION IS TO PREPARE:  
Articulate, Questioning, Tolerant,  
Independent Women for the future.



To prepare Articulate, questioning, tolerant and independent young women for the future



Quality Learning, Quality Teaching, Quality Environment



# Local Area

Penwortham is a suburb of Preston located in South Ribble, and one of the best. It offers a nice selection of shops and parks and is in a good location for access to supermarkets and Preston Centre. As a rural town, it used to be a place for families with ties to Preston who wanted a more integrated community lifestyle, but the resurgence of the nightlife and growing number of eateries have broadened the demographic of Penwortham.



Penwortham has excellent public transport options. The local bus service is reliable for commuting into Preston, and you can typically catch a bus every 20 minutes or so during peak times. For those who drive, the A59 provides easy road access that connects to larger motorways, making commutes to nearby cities fairly straightforward. For cyclists, the Guild Wheel route offers a scenic, albeit not always direct, path into Preston.

Penwortham is one of the most up-and-coming places in Lancashire, with aspirations of growing further across the next decade.



# Staff Benefits

- ✓ Generous pension contributions (Membership to Teachers Pension Scheme/Local Government Pension scheme).
- ✓ Family friendly leave of absence policy.
- ✓ For teaching staff, generous PPA allocation (16%).
- ✓ For support staff, 26 days annual leave rising to 31 after 5 years.
- ✓ Employee Assistance Programme.
- ✓ Cycle to Work Scheme.
- ✓ Paid eye test and contribution to glasses for DSE users.
- ✓ Staff Wellbeing Committee.
- ✓ Regular staff social events including walks, wild water swimming meals/drinks.
- ✓ Weekly break time 'treats'.
- ✓ Paid lunchtime duties available with lunch included.
- ✓ Annual free flu vaccination.
- ✓ NHS Health Check clinics on site.
- ✓ Refreshments before Parents Evenings.
- ✓ Access to the on site school counsellor.
- ✓ Occupational Health, including access to counselling funded by school.
- ✓ Free on site parking.



# Job Advert

**Working as a member of the support staff team you will contribute positively to student behaviour and learning by being responsible for the supervision of classes to cover short term staff absence. You will also provide general classroom support, assist with exam invigilation and perform general administration duties as and when required.**

**Applicants should be confident, well organised and efficient with excellent communication skills and experience of working with children.**

**Penwortham Girls' High School is a popular, oversubscribed school, graded as outstanding in every category in its recent Ofsted inspection (May 2024).**

**Ofsted recognised the “welcoming and happy school community” and “the strong and trusting relationships with staff.”**

The inspectors commented that students “engage extremely well in their learning.

They are highly motivated and enthusiastic about their studies.” whilst also noting that “Leaders at all levels, along with a motivated staff team, have successfully maintained the excellent quality of education at this school over a sustained period of time.”

Please note that the school is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure and online checks.

**The closing date is 4pm on Monday 28<sup>th</sup> April 2025.**





# Person Specification

## Cover Supervisor

Grade 6: 30 hours per week, 39 weeks per year  
£27,269 – £31,067 (pro rata) Pay Award Pending

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)
<b>Qualifications</b> <ul style="list-style-type: none"> <li>NVQ level 3 qualification (or equivalent)</li> </ul>	D
<b>Experience</b> <ul style="list-style-type: none"> <li>Experience of working with children</li> <li>Experience of working in a relevant classroom/service environment</li> <li>Experience of administrative work</li> <li>Experience of supporting pupils with challenging behaviour</li> </ul>	E E D D
<b>Knowledge/skills/abilities</b> <ul style="list-style-type: none"> <li>Ability to relate well to children</li> <li>Ability to work as part of a team</li> <li>Good communication skills</li> <li>Ability to supervise and assist pupils</li> <li>Time management skills</li> <li>Administrative skills</li> <li>Knowledge of National Curriculum</li> <li>Knowledge of numeracy and literacy strategies</li> <li>Knowledge of the concept of confidentiality</li> <li>Organisational skills</li> <li>Knowledge of classroom roles and responsibilities</li> <li>Ability to make effective use of ICT</li> <li>Flexible attitude to work</li> </ul>	E E E E E E D D E E E E E
<b>Other</b> <ul style="list-style-type: none"> <li>Capable of working effectively as a member of a team</li> <li>Interest in the education of young people</li> <li>First Aid Certificate</li> <li>Commitment to undertake in-service development</li> </ul>	E E D E

*“Pupils live up to the school’s exceedingly high expectations for their academic success. They are keen to succeed and they strive to do their very best” (Ofsted 2024)*



# Job Description

You will work as part of a dedicated school support team which also includes administrative staff, technicians and teaching assistants.

You will be responsible for short term cover of classes due to staff absence. You will be expected to facilitate learning, with your materials or the cover provided for your, and maintain the high standards across school for learning and behaviour.

When not required for cover, you can expect to be assigned to a variety of tasks such as one to one support in class, admin tasks, display work, support for Senior Leadership Team, exam invigilation, or any other duties that are required to both support students' learning and ensure the smooth running of the school.

Included in this pack is the school job description, however you should also refer to the Lancashire County Council standard job description for this grade to demonstrate the types of responsibilities and tasks expected of this role – this has been included at the end of the pack.

**Please note that the actual salary range, once adjusted for part time hours and term time plus INSET working, will be approx £19,187 to £21,860.** As a school we are committed to continuous staff development and relevant training will be made available to the successful candidate.

This is permanent part time post which is 30 hours per week, term time only plus INSET days, 39 working weeks per year. The hours of work will be 8.30 to 3.30pm with one hour unpaid break time. This post is subject to the receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service.

Please note that in 2024/25 INSET training takes place on Tuesdays or Thursdays after school most weeks, so you would be expected to stay till 4.30pm to work the INSET day hours. This in turn means you are not required to be in school on the designated INSET days, with the exception of September when all staff are in school. Please note that all support staff who are new to Lancashire County Council are subject to a six month probationary period.

For an informal discussion about the role please contact John Ramsdale on 01772 743399 or email [j.ramsdale@penworthamgirls.lancs.sch.uk](mailto:j.ramsdale@penworthamgirls.lancs.sch.uk) or Andrea Barnes [bursar@penworthamgirls.lancs.sch.uk](mailto:bursar@penworthamgirls.lancs.sch.uk)



# Job Description



## **Job Title:** Cover Supervisor

Part time Term Time Only PLUS INSET days  
(30 hours per week, 39 weeks per year)

Grade 6 (point 11 – 19) £27,269 – £31,067 (pro rata)

**Line Management:** Reporting to SLT

## **Job Purpose**

To contribute positively to student behaviour and to the effectiveness of student learning through providing cover for the short-term absence of teachers and to provide general classroom/examination/administration support.

## **Main Activities**

- Liaise with the person responsible for deploying cover on a daily basis to be informed of classes to be supervised and to collect details of work to be set.
- Undertake supervision for whole classes i.e. supervise, support and assist students of all abilities and the complete age range in school in the absence of the normal teacher.
- To communicate work set by the class teacher to students, following all instructions as directed. Where appropriate, to collect in work and return to the appropriate teacher.
- Promote positive student behaviour and conduct and manage student behaviour in line with school's policy and procedures, implementing disciplinary measures as required.

*“Pupils live up to the school’s exceedingly high expectations for their academic success. They are keen to succeed and they strive to do their very best.”*

(Ofsted 2024)



# Job Description

- When not required to cover teacher absence, to provide additional classroom support as directed by Heads of Department or class teachers.
- Assist with the invigilation of exams and related administrative tasks as required.
- Assist in the supervision of students on trips/visits.
- Attend staff meetings, INSET days and training as appropriate.
- Assist with any clerical or practical support as and when required in subject areas or in the school office.
- Any other duties as required by the Headteacher/Business Manager at no higher level of responsibility may be interchanged with/added to this list.

## School

As a member of staff at Penwortham Girls' High School you will also be expected to:

- Work within school policies and procedures including Child Protection.
- Be aware of your own responsibilities relating to the safeguarding and promoting of the welfare of the children and young people.
- Contribute to the provision of an effective environment for learning.
- Support the promotion of positive relationships with parents and outside agencies.
- Attend skill training and participate in personal/performance development as required.
- Take care of your own and others Health & Safety.
- Be aware of the confidential nature of issues.



*“Pupils access a carefully designed and highly ambitious curriculum. The school has thought deeply about the knowledge that pupils need for their future success.”*

(Ofsted 2024)



# Grade Role Profile

## Lancashire County Council: Combined Role Profile Grade Profile – Teaching Assistant - Level 3 (Grade 6)

<b>POST TITLE:</b>	Teaching Assistant 3
<b>GRADE:</b>	Grade 6 SCP 21-26
<b>LOCATION:</b>	
<b>RESPONSIBLE TO:</b>	
<b>JOB PURPOSE:</b>	<b>The main objectives to be achieved by the Postholder</b>
<p>Expected to work with the teacher in a collaborative way, in meeting the personal, social and curriculum related needs of students, including those with special needs and/or bilingual needs, and to establish positive, supportive and constructive relationships with students, parents, carers and the wider community, and by contributing ideas and strategies. Will assist with the planning, delivery and evaluation of the curriculum and it's differentiation amongst students. Would be expected to</p> <ul style="list-style-type: none"> <li>- plan and implement teaching and learning activities to individuals and group</li> <li>- undertake supervisory cover for classes as appropriate.</li> <li>- Establish supportive and constructive relationships with students, parents, carers and the wider community</li> </ul>	
<b>MAIN ACTIVITIES</b>	<b>What the Postholder will actually do</b> <b>What prescribed duties the postholder will have</b>
<p><b>In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post</b></p> <p><b>Support for Students</b></p> <ul style="list-style-type: none"> <li>- To work collaboratively with the teacher in the planning, development, delivery and evaluation of the effectiveness of the curriculum for student(s) and to differentiate curriculum content according to the needs of student(s).</li> <li>- To plan and implement specific programmes with individual students or groups appropriate to the developmental needs of individual children throughout different curriculum areas.</li> <li>- To be fully involved in the planning and development, of independent social and interpersonal skills and to undertake activities to support the personal, social and emotional needs of student(s).</li> <li>- To assist in the devising of student's individual targets and their monitoring and review.</li> <li>- To support students as part of a planned inclusion programme.</li> <li>- To develop positive relationships with students and staff to assist student progress and attainment.</li> <li>- To monitor and record student progress on a regular basis and to prepare reports as required.</li> <li>- To assist in the specific medical/care needs of students when specific training has been undertaken.</li> </ul>	



# Grade Role Profile

## Support for the Teacher

- To monitor individual students' progress and to report on students needs, achievements and concerns.
- To assist in student supervision and the management of student behaviour.
- To undertake classroom administrative tasks including the maintenance of records.
- To provide ideas, resources and learning strategies for lessons
- To liaise with parents, carers and outside agencies, where appropriate.
- To undertake arrangements for out of school learning activities, for example, student work experience.
- Undertake marking of students work and recording of achievement.
- Administer tests and assist in the invigilation of exams.
- Assist in the supervision of children on trips/visits.

## Support for the School

- To assist in providing a purposeful, orderly and supportive environment for learning.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within school policies and procedures.
- To attend staff training/meetings as appropriate.
- To take care for their own and other people's health and safety.
- To liaise with the School's appropriate person with regard to the ordering supplies and equipment
- Monitor and manage stock, if necessary within an agreed budget, cataloguing resources and undertaking audits as required.
- To be aware of the confidential nature of issues related to home/student/teacher/school work.
- Assist in the supervision, training and development of other members of staff.
- To undertake cover supervision for whole classes.

## Support for the Curriculum

- To be familiar with the content of the school curriculum.
- To assist in the delivery of appropriate programmes of work.
- To support the use of ICT in learning activities

### Note:

**In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.**

### Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

### Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.



# Applications

All applications should be on the Lancashire County Council application form. Completed forms should be accompanied by a letter of application which should be no more than two sides of A4. In the letter you should indicate the reasons for your interest in the post, together with a brief outline of how your previous training and/or experience has prepared you for this position. Please note that whilst CVs can be submitted as additional information they will not be accepted as an application on their own.

The closing date for applications is by **4pm on Monday 28<sup>th</sup> April 2025**

Interviews will likely be held the following week and the date will be confirmed after shortlisting.



**All applications should be returned to:**

**Cover Supervisor**

**C/O Business Manager**

**Penwortham Girls' High School**

**Cop Lane, Penwortham**

**Preston, PR1 0SR**

**[bursar@penworthamgirls.lancs.sch.uk](mailto:bursar@penworthamgirls.lancs.sch.uk)**

Due to limited resources, it is not our policy to write to the unsuccessful candidates so please assume your application has been unsuccessful if you do not hear from us within two weeks of the closing date.

Thank you for your interest.

**Penwortham Girls' High School**

We are an **outstanding** school (Ofsted 2024)



[www.penworthamgirls.lancs.sch.uk](http://www.penworthamgirls.lancs.sch.uk)

Cop Lane, Penwortham, Preston. PR1 0SR

01772 743399

To prepare articulate, questioning, tolerant, independent women for the future