

Application Pack

Cover Supervisor



**Ashton Community
Science College**

A SCHOOL TO BE PROUD OF

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Mrs J Hoyle

Headteacher

At Ashton, we are incredibly proud of our school and its successes. We make no secret of striving for excellence in every aspect of school life for all our students. Our school motto declares that we are “A School to be Proud of” and this underpins our ethos.

We provide a unique way to give students the opportunities to learn they deserve from 11 to 16, and to equip them with the attitudes, skills and knowledge that they will need to lead successful lives. We want our students to have ambition and aspirations, to stretch themselves and to reach further than they ever thought possible, we have a student-centred approach to all that we do, which ensures that students are placed at the very heart of the decisions we make and the actions we take.

We expect all our students to succeed both academically and socially and we support them in this journey so that they can take their place in adult life well prepared.

We place particular emphasis on members of the school community being part of the school family. With over 800 students on roll, we are relatively small, which allows us to get to know our students very well, to focus on their individual needs and work in real partnership with parents and carers.



Our Vision

At Ashton, we are resolute in wanting the best for every child. We hold high standards and expectations for all, from all, underpinned by a no-excuses mindset. We believe that every student deserves to feel valued, supported, and inspired to attend school and engage with what is offered every day.

We aim to create a supportive and challenging environment where every individual can aspire, enjoy, and achieve. We are committed to fostering a culture where students want to be present—where attendance is not only expected but encouraged through meaningful relationships, engaging learning experiences, and recognition of effort and success.

Our staff lead by example, demonstrating passion for their subjects and dedication to the school community. We support this with high-quality professional development which ensures all our staff stay at the forefront of research informed practice.

We are a “School to be proud of,” and our ethos—built around creating an acronym from the word PROUD—reflects our belief that every member of our school family plays a vital role in our collective success. We work closely with parents, carers, and families to ensure that the interests of the child are at the heart of everything we do. PROUD gives us a strong set of values and lays a solid foundation for life as well as school.

P- Punctual

R-Responsible

O-Organised

U-Uniform

D-Determined

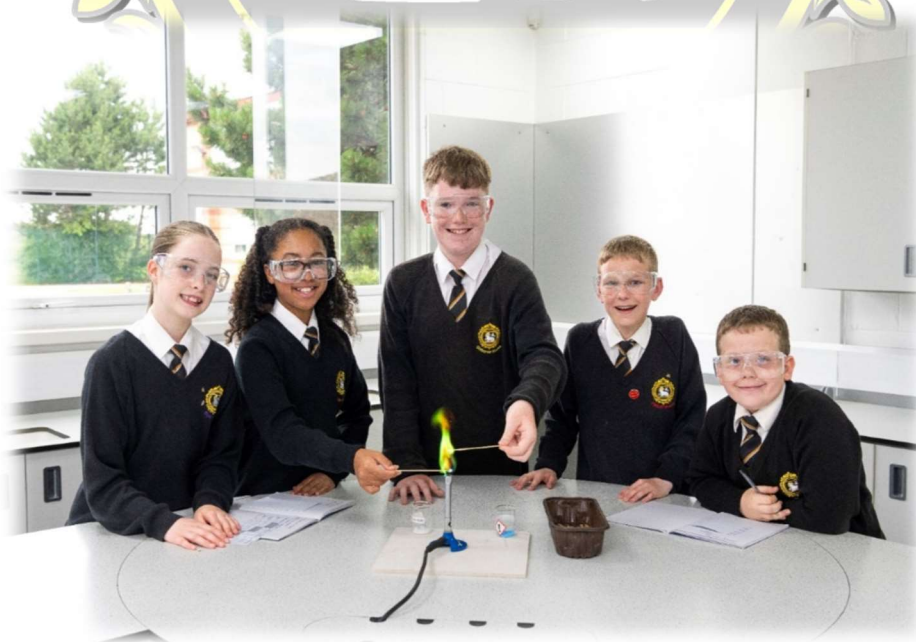


Our Values

We are developing students who understand their responsibilities within the school, local, and wider communities, and who are motivated to make a positive contribution. Our PROUD ethos provides a moral compass for both students and staff:

To help this we have developed the following guiding principles to achieve our vision-

- Our environment must be inclusive. Students must feel safe, supported and motivated to attend. This is our number one priority.
- We work in close partnership with parents, carers, and families.
- We insist on mutual respect and the highest standards of behaviour.
- We have a relentless pursuit of excellence in teaching and learning.
- We offer a rich curriculum and a wide range of extra-curricular opportunities.
- We celebrate attendance, effort, and achievement to build confidence and pride.
- We believe in continuous improvement for both staff and students.
- We value examination performance and personal growth equally.
- We promote collaboration and teamwork at every level.
- We believe raising capability is the key to future success.



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How to apply

To apply for the position at Ashton Community Science College, you would:

Go to our "Job Vacancies" page and download the appropriate application form (there are separate forms for teaching and non-teaching (support) roles.)

Complete the form carefully, following any guidance notes included, and make sure any required background-checks documentation (e.g. DBS, right-to-work) is prepared.

Submit your completed application electronically, (via an email address provided in the vacancy posting). If included, attach any additional documents requested (such as a cover letter, references or evidence of qualifications).

POINTS TO BEAR IN MIND BEFORE YOU START

- Look carefully at the job description and application form. Ask yourself why you are interested in the job. Don't copy the same application for a series of jobs.
- Read the Person Specification carefully. This outlines the type and range of skills/experience etc. that we would like the candidate to possess or have the potential to develop.
- Try to complete the form in a concise, well organised and positive way.
- Please use the application form provided, continuing on a separate sheet if necessary. Please do not send standard details of your own, i.e. in the form of a curriculum vitae, unless specified in the advertisement.
- Please remember to complete the Monitoring Job Applicants Form as this is essential for the County Council to determine whether its Equal Opportunities Policy is working with regards to employment.

About the role

“Ashton Community Science College is a Good School”. (Ofsted 2023)

ACSC is a popular and thriving school that sits at the heart of the community, enjoying an excellent reputation locally and across Lancashire. The Governors of ACSC are wishing to appoint a permanent cover supervisor. We require a hardworking, reliable and motivated candidate who has a genuine desire to work in a busy school with the ability to multi-task.

We are looking for a cover supervisor with experience of working with children along with excellent interpersonal skills, high expectations of student's achievement and behaviour and the ability to follow clear instructions for pre-prepared tasks whilst using their own initiative. The successful candidate will need to be flexible and dynamic as this is a highly varied role. Please see the Job Description and Person Specification for full details of this post.

The post is part time, 32.5 hours a week, 38 weeks and 2 days per year.

The successful candidate will have to have a flexible approach to working to meet the needs of the school. The start and finish time are 8am – 3pm with a 30-minute lunch.

Should you choose to apply then please ensure that the enclosed Lancashire County Council application form is completed fully, a CV is not required.

ACSC is committed to safeguarding and promoting the welfare of children. The successful applicant will be required to provide a disclosure from Disclosure Barring Service before any appointment is confirmed. On-line checks will be carried out on short-listed candidates.

Application documents are available by download in the vacancies section of the school website <http://www.ashtonsc.lancs.sch.uk/job-vacancies>

Applications should be submitted electronically by 9am on Monday 7th September.

Interviews will be held on Tuesday 15th September.

Please note we regret we are unable to contact individual applicants who may be unsuccessful at this time.

Job Description

Post:	Cover Supervisor
Reporting to:	Cover Manager
Working Hours:	32.5 hours
Working Weeks	38 weeks (38 term-time plus 2 days)
Salary/Grade:	Grade 6 NPS Point 11 – 19 subject to 26/27 NJC pay award Starting Salary Point 11 £28,142 to Point 19 £32,061 (full time equivalent salary) Pro-rata salary Point 11 £21,119 to Point 19 £24,060 (pro-rata salary)

Job Purpose

To organise the provision of cover for teaching and learning staff, including coordination of cover supervisors and liaison with supply staff and agencies. To provide support in a relevant professional area or oversee and co-ordinate the provision of a support function or undertake a specialised skilled activity. This may include day-to-day supervision and direction of a small group or team.

Accountabilities / Responsibilities

- To undertake cover supervision for whole classes i.e. supervise, support and assist pupils of all abilities and the complete age range in the school in the absence of the normal teacher
- Contribute to the development and implementation of the school's cover policy
- To communicate the work set by the class teacher to the pupils
- To follow all instructions as directed by the class teacher
- To promote positive pupil behaviour and conduct
- To take care for their own and other people's health and safety
- To administer tests and assist with exam invigilation
- To offer support to Heads of Department and act as classroom assistant when required
- To assist in the supervision of children on trips / visits
- To assist in providing a purposeful, orderly and supportive environment for learning
- To undertake classroom administrative tasks
- To attend staff meetings / training as appropriate
- To uphold the ethos of our School
- To be aware of the confidential nature of issues relating to home/pupil/teacher/school work
- Organise cover for teaching and learning support staff



- Manage the daily cover rota and ensure equitable use of staff in terms of frequency
- Coordinate, develop, and quality assure a team of cover supervisors, securing deployment in line with national guidance
- Manage contracts with supply cover agencies
- Maintain records

General

- Requires organisational and good communication skills

Additional supporting information – specific to this post or postholder

Employees will be expected to comply with any reasonable request from a Leader or Manager to undertake work of a similar level that is not specified in this Job Description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below, but following consultation with you, may be amended by the Headteacher to reflect or anticipate changes in the job or needs of the school.

Date 14/07/2026



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Personal Specification

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
Qualifications - NVQ level 3 or above qualification (or equivalent) - in exceptional circumstances, where local circumstances dictate, qualifications may be viewed as desirable - Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy	E E	A A
Knowledge/skills/abilities - Ability to relate well to children - Ability to work as part of a team - Good communication skills - Ability to relate well to parents/carers - Ability to supervise and assist pupils - Time management skills - Organisational skills - Knowledge of classroom roles and responsibilities - Knowledge of the concept of confidentiality - First Aid/Paediatric First Aid Certificate - Administrative skills - Knowledge of strategies, for example numeracy and literacy - Ability to make effective use of ICT - Flexible attitude to work	E E E E E E E E E E D E E E E	A/I A/I A/I A/I A/I A/I A/I A/I A A/I A/I A/I A/I A/I
Experience - Experience of working with children - Experience of working in a relevant classroom/service environment - Experience of supporting pupils with challenging behaviour	E E D	A/I A/I A/I

Other • Commitment to undertake in –service development • Commitment to safeguarding and protecting the welfare of children and young people • Satisfactory attendance record/commitment to regular attendance at work	E E E	A A/I R



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