LET EDUCATION TRUST

AMBITIOUS | INCLUSIVE | RESILIENT

Cover Supervisor

Recruitment Pack



Location: The Hollins, Hollins Lane, Accrington, Lancashire, BB5 2QY
Grade: 6 SCP 11 - 19
Full Time Equivalent (FTE) Salary: £29,071 to £33,119
Actual Annual Salary: £20,455 to £23,303
Contract Terms: Part time, Monday to Friday 30 hours per week, term time plus five INSET days
Contract Type: Permanent
Start date: ASAP

Welcome from the CEO

Dear Applicant,

Thank you for your interest in joining The Hollins as a Cover Supervisor.

At LET Education Trust, we believe that every lesson matters and that a teacher's absence should never mean a lost learning opportunity for our pupils. That is why the role of Cover Supervisor is such an important one.

As a Cover Supervisor, you provide a vital bridge between the teacher and the pupil when a member of teaching staff is absent. You ensure that planned learning continues, that pupils remain engaged with the curriculum and that the high expectations established by their teacher are maintained. Put simply, you help make sure that learning does not stop.

This is far more than simply supervising a classroom. You will work across different subjects and year groups, creating purposeful and positive classroom environments, supporting pupils to engage successfully with their work and maintaining high standards of behaviour and conduct.
You will also become a trusted and visible member of The Hollins community, building positive relationships with pupils and colleagues and making a genuine contribution to the education and experiences of our young people.

We are looking for someone who is calm, confident and adaptable; someone who enjoys working with young people, understands the importance of high expectations and shares our commitment to ensuring that every child has the opportunity to succeed.

If this sounds like you, I hope you will consider joining us. I look forward to receiving your application and wish you every success in the recruitment process.

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Jeniffer Sing
Chief Executive Officer
LET Education Trust

Welcome from the Headteacher

Dear Applicant,

Thank you for considering The Hollins High School as your next place of employment and for your interest in joining our team as a Cover Supervisor.

At The Hollins, we believe that a positive, safe and purposeful environment is essential to ensuring that every pupil has the opportunity to succeed. Our Cover Supervisors play an important role in maintaining continuity of learning when teachers are absent, supporting pupils to remain focused, engaged and respectful while completing work prepared by their teachers. We are a fully comprehensive school serving a diverse catchment area across Accrington and the surrounding communities. We pride ourselves in giving our pupils the very best teaching, personal development and wrap around care. We are passionate about improving the life chances of all pupils, including our most vulnerable, those eligible for pupil premium and learners with SEND.

The successful candidate will be one of two Cover Supervisors and will join a dedicated and supportive team. You will work across a variety of classes and subjects, developing positive relationships with pupils while maintaining our high expectations for behaviour, conduct and learning.

We are looking for someone who is dependable, conscientious and confident in managing a classroom. You will need to communicate effectively, use initiative, work well as part of a team and maintain a calm and purposeful learning environment. A strong commitment to safeguarding and the welfare of young people is essential.

The Hollins offers a welcoming and supportive working environment where all staff are treated with respect and their contribution is appreciated. As a member of the LET Education Trust, you will also have access to the benefits associated with working within the Trust, including an excellent pension scheme.

If you are someone who takes pride in your work and would welcome the opportunity to make a positive contribution to the daily life of our school, I would encourage you to apply.

I look forward to welcoming the successful candidate to The Hollins.

Yours faithfully,

Mr M Bird
Headteacher
The Hollins High School

SAFEGUARDING AT THE HOLLINS

LET Education Trust has a commitment to safeguarding and promoting the welfare of children. This role is not exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. All shortlisted candidates will be subject to online checks-they will also be asked to complete a criminal records self-disclosure form and successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks. This role has been identified as public facing in accordance with Part 7 of the Immigration Act, and therefore the ability to fulfil all spoken aspects of the role with confidence in English will be required.

SUPPORT FOR OUR STAFF

Looking after our mental health
We have staff who are trained mental health first aiders who are ready, willing and able to support staff. You can also have look at the wellbeing charter which you can find on the LET Education Trust's website vacancy page.

Quality staff professional development
We value staff development above all else and this engenders a sense of confidence and motivation for staff. We treat our staff like the professionals they are by engaging in the Disciplined Inquiry approach to appraisal and development, which gives staff the responsibility to consider their own individual needs in order to continue to develop and improve.

Measure and respond to staff voice
Our questionnaires allow staff the opportunity to let us know how they are coping with the demands of work, along with how they are coping generally. However, leadership doors are always open for continual conversations around this.

Quality behaviour systems in place
Our behaviour system is designed to support both pupils and staff to ensure consistency and support at all times. Our school believes that the certainty of a sanction and subsequent restorative conversations are extremely Important for the smooth running of the school.

Driving down unnecessary workload
We strive to ensure that we support the DfE workload reduction with suggestions like ensuring that our calendar reflects generous department and CPD opportunities, not submitting regular lessons plans, no expectations that all staff will mark in a specified manner, and only collecting data that is purposeful and used multiple times.

ABOUT THE ROLE

The Hollins, part of the LET Education Trust, are seeking to appoint an enthusiastic, committed and highly motivated cover supervisor, to be one of two cover supervisors, who cover lessons in the absence of teaching staff, and also support within classes as needed.

We are looking for an exceptional individual to work with the school to provide classroom cover and support for teachers. You will be delivering work, set by teachers, from across the curriculum and age ranges.

HOW TO APPLY

Applications should be submitted using the forms available on our website with a supporting letter of no more than two pages of A4. The supporting letter should be clear, concise, accurately written and presented in an organised way, it should show how your experience to date has prepared you for this role. Your letter and complete application form should be returned no later than the specified closing date and returned to recruitment@thehollins.com

- Closing date: Tuesday 17 November 2026, 9am.
- Interview date: Friday 20 November 2026

THE HOLLINS

JOB DESCRIPTION

Main duties: These include supervising whole classes during short-term absence of teachers, supporting cover management, preparing resources and work set by teachers, to provide in class support and aspects of small group and 1:1 work.

Ethos

- To create a positive learning environment
- To be inclusive to all pupils
- To create relationships based on mutual respect
- To be an effective part of the team
- To manage own professional development

Teaching and Learning

- To fully implement all school policies and procedures
- To make effective use of resources, including ICT

Liaison

- To work closely with all colleagues
- To work collaboratively with staff in sharing ideas and best practice
- To form effective relationships with pupils

Community

- To contribute to the school's community ethos

Responsibilities specific for this post:

- Provide pupils with and supervise work that has been set by the teacher
- Deliver learning activities to pupils
- To ensure that, as best as is possible, learning objectives set by the teacher are achieved
- To act as a role model and set high expectations of conduct to ensure that good behaviour is maintained
- Manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive and positive environment
- Respond to any questions from pupils and provide support and guidance
- Deal with any immediate problems or emergencies according to the school's policies and procedures
- If required, collect completed pupils' work after the lesson and pass to the appropriate teacher
- Complete cover lesson feedback form or equivalent and return to the appropriate teacher
- Report, as appropriate, using the school's agreed referral procedures, on the behaviour of pupils during the class and on any problems arising
- Use the school's Behaviour for Learning policy and procedures recording information on Arbor
- Attend all Inset meetings, and whole school CPD as required.
- Undertake any other reasonable duties as may be required by the Headteacher in the light of developing circumstances.
- If required, support classes with another teacher.

JOB DESCRIPTION

Job Purpose

Support for the School:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Attend and participate in meetings as directed
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Supervise pupils on visits, trips and out of school activities as required

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.

Safeguarding Committment

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.

Note

Duties may be modified or interchanged by the Headteacher to meet evolving requirements, consistent with the grade of the post.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications and Experience	• Qualifications in English and Mathematics to at least GCSE 5-9/A*-C or equivalent (level 2)	• Recent & relevant participation in professional development. • Degree or equivalent • Other relevant qualifications specific to this post • Safeguarding/First Aid
Experience and Professional Knowledge	• Experience of working with young people • Experience of working as part of a team • Experience of using IT / Office 365 / email	• Experience of working within a school • Experience of using Information Management Systems (SIMs) and computerised systems in a workshop/ administrative environment
Skills and Abilities	• Relate well to young people and their families / carers from different ethnic and social backgrounds and ability to build positive relationships • Demonstrate effective communication and have a sense of humour • Ability to work successfully as a team member establishing effective relationships and flexible working practices • Ability to work under pressure in a constantly changing and demanding environment	• Knowledge of arranging cover daily on a day to day basis • Ability to organise cover work and liaise with teaching staff
Professional Attributes	• Highly organised and dedicated • High level of professional standards and expectations of self and others • High level of personal motivation and the ability to inspire, lead and motivate others • Strong communication, interpersonal and independent initiative • Ability to both follow direction and work under own initiative • Be willing to learn and update skills, knowledge and training	
Other	• Commitment to ensure that all children in your care are safe from harm/knowledge of safeguarding issues. • Commitment to health and safety. • Commitment to attendance at work. • Commitment to equality, diversity and inclusion. • Commitment to the school's values.	

THANK YOU

