



**Pendle**  
Education Trust

COVER  
SUPERVISOR  
**APPLICATION**  
**PACK**

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# INTRODUCTION

## WHY WORK FOR PENDLE EDUCATION TRUST



**Pendle**  
Education Trust

This is an exciting time to join Pendle Education Trust. We are developing and always improving the academies within our family to ensure the highest standard of education for our children.

Pendle Education Trust is a family of academies in East Lancashire educating over two thousand children. The Trust is sponsored by Nelson and Colne College. Established in 2013, Pendle Education Trust continues to grow, welcoming new schools to our family.

Currently we have five Academies within our family, and we are looking forward to welcoming new additions over the coming months and years:

- **Castercliff Primary Academy**
- **Casterton Primary Academy**
- **Colne Primet Academy**
- **Pendle Primary Academy**
- **West Craven High School**

Our focus is exceptional leadership and meeting the needs of local families and the community. Through close collaboration with local partners and schools, we strive to deliver an excellent education for children in Pendle and surrounding districts.

Our vision is that every child should only be a short walk away from a world class school. We exist to empower, enable and inspire schools to provide an outstanding level of education and support through exceptional leadership, collaboration, innovative thinking and understanding of local needs.

In practice this means that we care passionately about all the children in our academies and believe in the difference our work can make to their lives. We have a fantastic staff of over 350 people across our academies – all dedicated to this single purpose.

We don't apologise for relentlessly driving forward improvements for the benefit of our children and staff and look for ways to collaborate within the Trust and with other schools and academies with like-minded philosophies. There will be considerable opportunities for professional development and there will be coaching and mentoring opportunities. We have strong links with our sponsor, Nelson and Colne College, to develop skills and potential in all Trust staff. We encourage participation in relevant networks and forums with other finance managers working in education.

You will have an excellent benefits package, a generous holiday entitlement and sociable hours of work. We are a flexible and supportive employer and would consider job share or part-time working applications.

Please visit our website for more information about Pendle Education Trust.

# JOIN US

## WEST CRAVEN HIGH SCHOOL



West Craven is a small and vibrant secondary school for young people aged 11 to 16 years which serves this local Lancashire/Yorkshire community.

Barnoldswick is located on the Lancashire/Yorkshire border with both Leeds and Manchester drivable in just under an hour. Preston, Skipton and Bradford are easily commutable and the town is on the doorstep of the Yorkshire Dales National Park, Bronte Country and the Forest of Bowland. The Lake District, Morecambe Bay and the Fylde Coast are all a short drive away.

Our vision is to create a culture and ethos which promotes high aspirations and expectations, balanced with the highest level of care and support. We want students to love coming to West Craven, love learning and love being part of the academy family. The vision involves educating the whole child; our academy motto 'Ad Vitam Paramus' means 'We Are Preparing for Life'. We encourage all students to get fully involved in the life of the academy and the opportunities beyond the classroom.

As an academy at the heart of the community we want close links with our feeder primary schools, local businesses, colleges and training providers. The school is on a programme of rapid transformation and improvement. As part of Pendle Education Trust since 2016, the future of the school is bright.

By joining the West Craven High School family you will become part of a supportive and ambitious team. We have regular staff training and dedicate time to continuing professional development and staff wellbeing. Our culture is about always looking at how we can share best practice with each other and improve together.

We collaborate with our colleagues at Colne Primet Academy as well as the three primary academies in our Trust family and have the support of the Pendle Education Trust core team for functions such as Finance, Facilities, Human Resources, Health and Safety, IT, Marketing and Governance.

Please take the time to read the information in this booklet to find out more about this role and we look forward to receiving your application for this role.

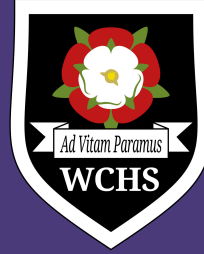


## #ASPIRE

**Mr John Bates**  
**Principal**

# VACANCY

## COVER SUPERVISOR



|                       |                                                                                         |
|-----------------------|-----------------------------------------------------------------------------------------|
| <b>Salary</b>         | Grade 6, SCP 11-19. Pro rata salary £28,142 - £32,061. Actual salary £24,421 - £27,822. |
| <b>Role Details</b>   | 37 hours a week, term-time plus INSET days                                              |
| <b>Closing Date</b>   | 9am on Monday 8 <sup>th</sup> December                                                  |
| <b>Interview Date</b> | TBC                                                                                     |
| <b>Start Date</b>     | As soon as possible subject to notice period in current role.                           |



# JOB DESCRIPTION

## Role Specific

- To supervise the completion of pre-planned work that students can access independently with minimal staff input (not teaching, not new topics).
- To supervise classroom activities, maintain discipline and implement behaviour management controls in accordance with school policy and health and safety.
- To collect completed work at the end of each lesson and produce written feedback to the classroom teacher on performance, behaviour and attainment of the students.
- To accompany students on trips, visits and other educational activities.
- To undertake a 'duty' as part of the school's duty system (including break and lunch).
- Support the work of classroom teachers when not deployed directly covering a class.
- Support and contribute to the development of an "activity bank" of resources.
- Support and contribute to the creation and maintenance of classroom displays.
- Invigilate internal and/or external examinations.
- To support general school administration when demand for cover is low.

## Student Responsibilities

- Value and support students to achieve their full potential.
- Having high expectations of behaviour and academic achievement for all students.
- Effectively manage the behaviour of students using positive behaviour strategies to ensure learners' engagement in lessons.

## Trust Responsibilities

- Share the Trust's Vision, Mission, Values and Behaviours and communicate them effectively.
- Participate in Staff Review and Professional Development activities, and be actively involved in the Trust's culture of high expectation.
- Value diversity and promote equality.
- Engage in marketing activities and liaison with employers and the wider community in line with Trust strategies.
- Contribute to cross-Trust events.
- Adhere to Trust policies and procedures including Health and Safety.
- Be responsible for safeguarding and promoting the welfare of children and young people.
- Any other duties that the Principal considers appropriate.

# PERSON SPECIFICATION

## Qualifications and Attainments

4 x GCSEs at grade C or 4, including Maths and English, or equivalent Level 2 Numeracy and Literacy qualification **Essential**

Level 2 Childcare qualification or equivalent, e.g. CACHE, NVQ L2, NNEB **Desirable**

Level 3 Childcare or Teaching and Learning qualification **Desirable**

Degree **Desirable**

## Knowledge

Experience of working with children in an education or childcare environment **Essential**

Understanding of classroom roles and responsibilities **Essential**

Ability and confidence to assist pupils with basic numeracy and literacy in line with learning strategies and national curriculum **Essential**

Experience of basic administrative tasks **Desirable**

Experienced/trained first aider **Desirable**

## Skills and Abilities

To be flexible and able to take both a proactive and responsive approach towards the role **Essential**

To be a good communicator and be able to present to a wide range of audiences **Essential**

To promote equality of opportunity throughout all aspects of Academy life **Essential**

To undertake the role with energy, enthusiasm and tenacity **Essential**

## Attitudes and Beliefs

Commitment to excellence **Essential**

Commitment to inclusivity, equality and diversity **Essential**

Commitment to the role of secondary education in developing children's life chances and enabling them to achieve their full potential **Essential**

Commitment to ensuring a healthy and safe environment and the welfare of children and staff **Essential**

Commitment to regular and on-going professional development **Essential**

Commitment to high professional and personal standards of work and conduct **Essential**

# PRE EMPLOYMENT CHECKS

**Please note:** All of our positions are subject to an enhanced DBS check. If there's any reason why this may preclude you from being considered, please contact the Pendle Education Trust team. In line with Keeping Children Safe in Education 2014, an online search will be carried out as part of our due diligence on shortlisted candidates.

CVs are not accepted. If you're interested and would like to submit an application, please complete our online application form via our website [careers.pendleeducationtrust.co.uk](https://careers.pendleeducationtrust.co.uk)

## **Equal Opportunities statement**

We are an Equal Opportunities employer, welcoming applications from all sections of the community.

## **Rehabilitation**

The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If successful you will be required to apply to the Disclosure and Barring Service (DBS) for a 'disclosure'. Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at [www.gov.uk/dbs](http://www.gov.uk/dbs) or alternatively a copy is available on request.





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**Company Registration Number**

**08263591**

**Place of Registration**

**England and Wales**