



LET
EDUCATION
TRUST
AMBITIOUS | INCLUSIVE | RESILIENT



THE HOLLINS

COVER SUPERVISOR

RECRUITMENT PACK



WELCOME FROM THE CEO

Dear Applicant,

Thank you for showing an interest in the post of Cover Supervisor at The Hollins. The LET Education Trust is a cross-phase multi-academy trust based in Lancashire with both primary and secondary schools as members.

We believe that every child deserves the best education and we create opportunities and experiences for all of them to reach their potential. Building 'cultural capital' is vital for our pupils and this occurs from reception up to year 11 through trips, activities, projects, events and residential, both at home and abroad. We are ambitious for our pupils, meaning we are always striving for excellence and supporting career aspirations through a culture of constant improvement.

Each of our schools is different and this is something we value and celebrate. The uniqueness of each school is supported by strong central services and a school-centred and approachable central team. Most colleagues work in one school but some work across a range of schools where their skills and abilities are needed.

Collaboration is key for LET schools and at the forefront of this is staff development. Joint INSET days with keynote speakers, middle and senior leader training and subject links occur across and between schools and phases. To ensure consistency of approach and sharing of good practice we have termly meetings for our safeguarding leads and our SENCOs, sharing this information is proving invaluable. School to school liaison around transition is vitally important in ensuring our pupils arrive at secondary school with the necessary skills and helps to ensure a smooth start to year 7.

We play a part in Initial Teacher Training as part of our remit through the Embrace SCITT. We have successfully trained primary and secondary teachers over the last 10 years with a large number employed locally and within the LET Education Trust.

I will be retiring from the post of CEO at the end of August, after four and a half years and my successor, Jeniffer Sing, currently Director of Education at All Saints Multi-Academy Trust in Liverpool, will be taking up the post.

If you have the highest standards of professional endeavour, integrity and ethics and would like to be part of our growing MAT, I look forward to receiving your application. You can find out more about our Trust at www.let-edu.org and more about The Hollins at www.thehollins.com

I wish you all the very best with your application.



Steve Campbell
CEO
LET Education Trust

WELCOME FROM THE HEADTEACHER

Dear Applicant,

Thank you for your interest in the position of Cover Supervisor at The Hollins. This post is a key role in the further development of the school as we continue to build on our successes.

We are a fully comprehensive school and serve a differing catchment area across Accrington and the surrounding area. Over 62% of our pupils come from E/E* areas of overall multiple deprivation, and prior attainment of our pupils is average. However, we achieve many great things with our pupils due to our committed, well-trained staff always going the extra mile to care for our pupils' welfare, character development and achievements. We are dedicated to improving the chances of all our young people, including our most vulnerable, pupil premium pupils, and learners with SEND and, as such, strive to offer as many opportunities for our pupils as possible, both within and outside of the classroom. We ensure that our staff engage in continual professional learning throughout their time with us, regardless of the level of experience, as we are committed to ensuring we can always get better.

The successful candidate would be one of two full-time cover supervisors, whose role is to deliver lessons for absent staff, whilst maintaining and upholding all of our rules and expectations. You would join a dedicated, committed and well-developed team of support staff who are determined to make The Hollins the best it can be for our young people. Through covering a variety of classes, you would develop strong and positive relationships with pupils. Our transition to becoming an academy is helping cement further collaboration with other professionals, and will allow us to continue to further develop our practice. The LET Education Trust is an inclusive trust recognising the importance of providing for and investing in the adults of tomorrow. This is an excellent opportunity to join our calm, safe and dignified school, where we expect the very best from pupils and staff alike. We are warm, welcoming and friendly whilst insisting on high expectations from our youngsters.

Please don't hesitate to get in touch if you'd like to drop by for a tour or just have an informal conversation.

We look forward to receiving your completed application form together with a letter of application.

Yours faithfully,
Mrs H Dougan
Acting Headteacher

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 a 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 lesson 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 full-time 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.

TERMS OF CONTRACT

- Job Title: Cover Supervisor
- Location: The Hollins, Hollins Lane, Accrington, Lancashire, BB5 2QY
- Grade: 6 SCP 11 - 19
- Full Time Equivalent (FTE) Salary: £28,142 to £32,061
- Actual Annual Salary: £19,294 to £21,981
- Contract Terms: Monday to Friday 30 hours per week, term time only
- Contract Type: Temporary until 31 August 2027
- Start date: 1 September 2026

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: Monday 15 June 2026, 12 noon.
- Interview date: To be confirmed

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 an exciting 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 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.

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	<ul style="list-style-type: none"> • A levels or Level 3 equivalent • Qualifications in English and Mathematics to at least GCSE 5-9/A*-C or equivalent (level 2) • Recent & relevant participation in professional development 	<ul style="list-style-type: none"> • Degree or equivalent • Other relevant qualifications specific to this post • Safeguarding/First Aid
Experience and Professional Knowledge	<ul style="list-style-type: none"> • Experience of working with young people • Experience of working as part of a team • Experience of using IT / Office 365 / email 	<ul style="list-style-type: none"> • Experience of working within a school • Experience of using Information Management Systems (SIMs) and computerised systems in a workshop/ administrative environment
Skills and Abilities	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Knowledge of arranging cover daily on a day to day basis • Ability to organise cover work and liaise with teaching staff
Professional Attributes	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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

