

**Morecambe Bay Academy**  
**Job Application**  
**Cover Supervisor**



**Morecambe Bay Academy**

## **Welcome from the Headteacher**



Dear Applicant,

I am writing to you on behalf of Morecambe Bay Academy, where I serve as Headteacher. I am thrilled to inform you that we are seeking to appoint an exceptional individual to the position of Cover Supervisor.

As an Ofsted-rated "Good" school, we are on a continuous journey of school improvement, and we believe that the successful applicant for this role will play a crucial part in supporting our efforts. We are seeking a passionate and dedicated individual who shares our vision and values, and who is committed to helping our students reach their full potential.

We look forward to welcoming a candidate who is firmly committed to our ethos of creating a sense of belonging, an optimistic outlook that encourages and enables students to believe in their potential and a firm commitment to securing the very highest levels of achievement.

We believe that every student belongs, believes, and achieves, and we are committed to creating an inclusive and supportive environment where all can thrive.



**Belong | Believe | Achieve**

**The Bay Learning Trust**

**Our Trust**



If you share our passion for education and are ready to join our dedicated team, I encourage you to apply for this exciting opportunity. I look forward to receiving your application and the chance to discuss how you can contribute to the continued success of Morecambe Bay Academy.

Visits to the school are welcomed and encouraged. Please email Mrs Georgina Milce [gmilce@morecambebayacademy.co.uk](mailto:gmilce@morecambebayacademy.co.uk) to arrange to visit and tour the school.

Sincerely

A handwritten signature in black ink that reads "JK Pardoe". The signature is fluid and cursive.

Jen Pardoe  
Headteacher

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## The Bay Learning Trust

### Our Trust



The Trust was set up by Ripley St Thomas Church of England Academy in 2017. Ripley is a large Academy with over 1700 students, 400 of whom are in the Sixth Form. The Academy has been graded "Outstanding" in its last two Ofsted inspections. Ripley is a Teaching School and has its own SCITT (School Centred Initial Teaching Training), which was also graded "Outstanding" in 2017. It is also a National Support School.

In 2018 Carnforth High School joined the Trust family, who were then subsequently joined by Morecambe Bay Academy and Lancaster High School in 2019.

It has been very exciting to see the development of the Trust over the last eighteen months; we are now able to make a significant contribution to the education of young people in our local area. Our priority is to improve the quality of education in all our schools and so enhance the life chances of our young people. Equally importantly, we want to develop well-rounded and considerate students who will contribute to their local communities and make a positive difference wherever they are. An excellent education is about more than examination results!

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**Morecambe Bay Academy**

## **Our Vision and Values**



### **Vision and values**

Morecambe Bay Academy is where every student belongs, believes, and achieves. We are a thriving community school with a rich history of excellence and big heart. We are dedicated to inspiring and transforming the lives of our students.

Through relentlessly high expectations, excellent teaching, unwavering support, and a culture of hard work and independence, we empower our students to dream big, pursue academic and personal excellence, and make a lasting positive impact on the world around them. At Morecambe Bay, our students find joy in their regular accomplishments, build lasting friendships, and develop into kind, resilient, and compassionate individuals who are proud to call this school their own.

### **Belong**

We are kind and compassionate

We are respectful

We are honest and trustworthy

### **Believe**

We seek out new challenges

We are resilient and determined

**Belong | Believe | Achieve**

## Morecambe Bay Academy

### Job Description



<b>JOB DESCRIPTION:</b>	Cover Supervisor
<b>RESPONSIBLE TO:</b>	Deputy Headteacher
<b>GRADE:</b>	Grade 6 NPS (11-19)
<b>ANNUAL SALARY:</b>	£28,142-£32,061(Actual Salary £20,902—£23,813) This post is 32.5 hours per week , term time only. Monday to Friday 8.30am to 3.30pm This is a fixed term contract until 31 July 2026
<b>Closing Date:</b>	<b>9am Monday 12 January 2026</b>

#### Job Purpose:

The Cover Supervisor's main role is to assist in the preparation of the daily cover and then provide continuity of education for pupils through supervision of whole classes, small groups or individuals to cover periods affected by authorised or unexpected absence

#### Key accountabilities (and specific duties / responsibilities):

- To supervise pupils undertaking work that has been set in accordance with the Academy's policy
- To liaise with teaching staff and Heads of Departments to ensure that appropriate cover work has been set for periods of absence
- To prepare the learning environment before lessons and ensure the classroom and equipment are left in good order at the end of a lesson

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## Morecambe Bay Academy

### Job Description



- To communicate work set by the teacher to the pupils and respond to any questions from them about process and procedures
- To collect completed work after the lesson and return it to the appropriate teacher
- To monitor and evaluate pupils' responses to learning activities through observation, recording of achievement and providing feedback/reports as required
- To support pupils by responding to their individual needs and promote the inclusion of all pupils in the classroom
- To use ICT effectively to support learning activities and develop pupil's competence and independence in its use
- To manage the behaviour of pupils as per our policy, to ensure a constructive environment and record behaviour incidents within the academy's designated software
- To report back using the school's agreed referral process on the behaviour of pupils during class
- To record and report attendance at lessons in accordance with Academy policy
- To act consistently within the school's wider rewards and sanctions policies
- Collect all work done during the lesson, retaining it until it can be passed on to the class teacher, via the agreed route, upon their return. Also collect in/stock-check and return all equipment and apparatus to their correct location

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### Job Description



- To act in the capacity of form tutor where necessary
- To be aware of and comply with policies and procedures relating to Child Protection, Health and Safety, Confidentiality and Data Protection, reporting all concerns to an appropriate person
- To participate in school activities and staff meetings when appropriate
- To undertake associated duties as required including lunch and break duty and after school and on trips
- To take part in the school's Performance Management process
- To take part in continuing professional development
- To actively contribute to the development of good quality provision across the Academy
- To support the pastoral team with administrative duties and where necessary

The post holder may be required to carry out a variety of tasks in addition to the responsibilities listed above.

The successful applicant will be expected to demonstrate a high level of professionalism and confidentiality at all times, be able to work under pressure and meet tight deadlines. They will be proficient at problem-solving and ideally have experience of developing their skills in a working environment.

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**Morecambe Bay Academy**

## **Job Description**



### **General:**

Be aware of and support difference and ensure equal opportunities for all.

Contribute to the overall ethos/work/aims of the school.

Participate in training and other learning activities and performance development as required.

Act in a manner which displays the utmost confidentiality and respect of pupil and staff records at all times.

It is the Trust's intention that this job description is seen as a guide to

the major areas and duties for which the HR & Finance Administrator

is accountable. However, this may change and the post holder's

obligations will vary and develop. The post holder is required to perform other reasonable duties which are assigned from time to time. The job description should be seen as a guide and not as a permanent, definitive and exhaustive statement

### **Safeguarding:**

The Bay Learning Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check.

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## Morecambe Bay Academy

# Person Specification



<b>Qualifications</b>	Recognised and relevant Level 3 qualification or equivalent. Level 2 or equivalent qualification in English Literacy and Mathematics Numeracy GCSE C or above Maths & English	Educated to degree level Level 4 qualification or Equivalent - Desirable
<b>Relevant Experience</b>	Experience of working with children Experience of working in a classroom environment Experience of Administrative work Experience of supporting pupils with challenging behaviour	Staff management experience—Desirable
<b>Knowledge</b>	Ability to deliver structured programmes to groups of students Ability to relate well to children Ability to work as part of a team Good communication skills Knowledge of classroom roles and responsibilities	Knowledge of Foundation Stage/National Curriculum—Desirable
<b>Skills</b>	Ability to deliver structured programmes to groups of students Ability to relate well to children Ability to work as part of a team Good communication skills	

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## **Person Specification**



### **Skills**

Able to work effectively and sensitively with a wide range of people

Committed & hard working

Flexible and responsive to change

Commitment to Equality & Diversity

Highly self-motivated and proactive

Ability to work well within a team and follow instructions

Highly organized with an energy, drive and flexibility.

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Morecambe Bay Academy  
Dallam Avenue, Morecambe, LA4 5BG  
Tel: 01524 410207  
[www.morecambebayacademy.co.uk](http://www.morecambebayacademy.co.uk)

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