



## Vacancy Information Pack

<b>School Name:</b>	Mullion School
<b>Job Title:</b>	Cover Supervisor

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## Mullion School

<b>Job Title:</b>	Cover Supervisor
<b>Pay Point / Pay Range:</b>	TPAT Point 5
<b>Full Time Equivalent Annual Salary:</b>	£22,453
<b>Actual Annual Salary for this Role:</b> Must be calculated please so that candidates can assess future income If you are not sure about this calculation, please seek advice from HR & Payroll	£16,567.57
<b>Contract Type:</b>	Permanent
<b>Hours Per Week / Weeks Per Year</b>	Hours – 8.30am to 4pm – 36.5 hours per week Working Weeks – Term Time Only - 39 working weeks
<b>Closing Date:</b>	Midday, Sunday 5 January 2025 however, we reserve the right to interview candidates as applications are received.
<b>Proposed Shortlisting Date:</b>	Tues 7 January 2025
<b>Proposed Interview Date:</b>	w/c 13 January 2025 (tbc)

Mullion School, nestled in the scenic Lizard Peninsula of Cornwall, is looking to appoint a motivated and enthusiastic Cover Supervisor. We are a school dedicated to our vision - *“Dream big, fly high, and go far”*—and we invite you to join our passionate, supportive community where every student is inspired to reach their full potential.

**About the Role:** As a Cover Supervisor, you will play an essential part in maintaining the quality of learning during teacher absences. You will deliver pre-planned lessons across a range of subjects and year groups, ensuring a calm, productive environment where students

can stay on task and meet their learning goals. In this role, you will support the positive values of our school, manage behaviour effectively, and build strong, effective relationships with students, staff, and families.

**Key Responsibilities:**

- **Classroom Supervision:** Engage students with pre-planned lessons, promote positive behaviour, and ensure a productive classroom environment.
- **Student Support:** Provide guidance on lesson tasks, answer questions, and support student learning with a focus on individual needs.
- **Resource and Classroom Management:** Collaborate with teachers and staff to organise resources, leave classrooms ready for the next lesson, and encourage independence in using ICT.
- **Record Keeping and Feedback:** Document attendance, student progress, and lesson details, reporting any issues to the relevant teachers to ensure smooth transitions and consistency.

**This role also includes a range of administrative tasks and will involve regular support in the reception, including work on other sites within reasonable travel distance when required.**

**What We Are Looking for:** We seek an adaptable, resilient team player with a commitment to supporting students in a school community where kindness, self-belief, and determination are central. You should be able to manage groups confidently, communicate effectively, and respond to a variety of classroom situations. Experience in a similar role or with young people is a plus but not required.

**Why Join Mullion School?**

- Be part of a welcoming community with values rooted in kindness and a commitment to helping every student excel.
- Experience the rewarding role of inspiring students to succeed in one of the UK’s most beautiful locations.
- Join a school where students feel a genuine sense of belonging as part of the Mullion Family.

If you’re excited to make a difference in a school that values community and student growth, we’d love to hear from you.

To find out more about Mullion School, please visit:	<a href="http://www.mullionschool.org.uk">www.mullionschool.org.uk</a>
To discuss this position please contact the Headteacher:	Email – <a href="mailto:mdunleavy@mullion.tpacademytrust.org">mdunleavy@mullion.tpacademytrust.org</a> Telephone – 01326 240098
Application packs can be downloaded from:	<a href="http://www.tpacademytrust.org/web/application_pack/604811">www.tpacademytrust.org/web/application_pack/604811</a>

Please email your completed application form and equality & diversity monitoring form by the closing date to:	sbennett@mullion.tpacademytrust.org
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Please note that successful candidates will be informed via email.

*The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, workers, volunteers, governors and trustees to share this commitment. All successful applicants will be subject to appropriate pre-employment checks and will be required to complete a Disclosure and Barring Service (DBS) Enhanced Check, a Safeguarding Self-Declaration Form and satisfactory online searches undertaken.*

<b>School Information for Applicants</b>	
<b>School Address:</b>	Meaver Road, Mullion, Helston TR12 7EB
<b>School Telephone Number:</b>	01326 240098
<b>School Email Address:</b>	<a href="mailto:mdunleavy@mullion.tpacademytrust.org">mdunleavy@mullion.tpacademytrust.org</a>
<b>Name of Headteacher:</b>	Mrs Michelle Dunleavy
<b>Website Address:</b>	www.mullionschool.org.uk



## Welcome to Our School

This information pack will provide you with an insight into our school and offer some practical information which will be of use to you as a prospective member of our school community.

Our School enjoys working collaboratively with our partner schools within Truro and Penwith Academy Trust.

We welcome visitors as this is the best way to see our lovely school, experience our creative and captivating curriculum and meet our motivated and engaged children. Please phone the school telephone number provided if you would like to arrange to look around.

## General Background

Mullion School is located on the outskirts of Mullion Village. We are an 11-16 school with 555 students on role. Our student community spans the Lizard Peninsula with a large number of students travelling to school by bus each day. We serve arguably one of the most beautiful and unique areas of the country.

Mullion School is ambitious, creative and inclusive, our students consistently achieve academic excellence. We encourage all students to take an active role in the school, through leadership opportunities, sport, performing arts and enrichment opportunities. The school is a vibrant supportive community and our students are a pleasure to teach and work with every day.

Relationships are important to us at Mullion School and you would be joining a strong collaborative team of staff who are passionate about Mullion School. It is an exciting time for the school as we join Truro and Penwith Academy Trust, who have a clear vision for collaboration and school improvement.

## Class Organisation

For more information about our class organisation, please see our website:  
[www.mullionschool.org.uk](http://www.mullionschool.org.uk)

## Staff Organisation

For more details about our staff organisation, please see our website:  
[www.mullionschool.org.uk](http://www.mullionschool.org.uk)

## Our Curriculum

For more details about our staff organisation, please see our website:  
[www.mullionschool.org.uk](http://www.mullionschool.org.uk)

## Safeguarding

TPAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff, workers, volunteers, governors and trustees to share this commitment.

Shortlisted candidates will be required to complete a Safeguarding Self-Declaration Form as part of their application. We will also carry out online searches as part of our due diligence on the shortlisted candidates, as updated in the Keeping Children Safe in Education recommendations. This may help identify any incidents or issues that have happened, and are publicly available online, which the School or Trust might want to explore with the candidate at interview.

Successful candidates will be required to complete a Disclosure and Barring Service (DBS) application and Health Assessment form as part of their pre-employment administration. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

## Application Information

We hope that you find this pack provides all of the information you need in order to consider your application for the post. Should you have any questions or matters you would like to discuss informally, or to arrange a visit, please contact:

Contact Name:	Sue Bennett
Contact Email Address:	sbennett@mullion.tpacademytrust.org
Contact Telephone Number:	01326 240098

Please note that CVs will not be accepted.

Application packs can be downloaded from: [www.tpacademytrust.org/web/application\\_pack/604811](http://www.tpacademytrust.org/web/application_pack/604811)

Closing Date:	Midday 5 January 2025
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Completed applications must be returned to the email address above and be received by 12 Midday on the closing date provided.

Interview Date(s):	w/c 13 January 2025
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To ensure the fairness of the selection process, shortlisting will be based upon information which you provide in your application, and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification.

If we have not contacted you within 14 days of the closing date, it is unlikely that you have been shortlisted on this occasion. Many thanks for your interest in this post.