



Dallam School

Work with us

Application pack

Cover Supervisor

Belong here , | . Learn here | Thrive here

Welcome from the Headteacher

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Steven Henneberry
Headteacher

“Staff, including those in the early stages of their careers, feel well supported by leaders.”
Ofsted, 2023.

Welcome to Dallam School; a place I hope you will call home for many, many years to come.

At Dallam, our purpose is clear:

To build an ambitious, joyful and creative school community where everyone belongs, contributes and strives for excellence - so that every student leaves ready to succeed on their chosen path.

This is for all of us - students and staff alike. We are committed to being a school where you feel you belong, your voice matters, and your contribution makes a real difference.

Dallam is a friendly, supportive and ambitious place to work, where wellbeing is prioritised, creativity is encouraged, and professional growth is part of everyday life. Most importantly, we want you to see the impact of your work in the confidence, character and success of the young people who thrive here.

It is an exciting time at Dallam, and I look forward to hearing about how you can contribute to our development journey.

Steven



Our school

We're a vibrant and friendly comprehensive school where our children can continue studying into Sixth Form or study away from home, staying in our State Boarding House.

Dallam School offers day and boarding students a place to achieve academically, enjoy a wide range of creative and outdoor opportunities, and develop into a responsible and caring individual.

We have a truly comprehensive intake with 900 students, 11-18, currently on roll. Our 60 boarding students and cohorts of short-stay international students contribute to a culturally diverse school community.

Visitors are always impressed by our family atmosphere and the warmth of relationships between our staff and students.

Come and visit us

We've offered you an opportunity to come and visit us. Here's what you'll discover when you do:

- A rural yet international school close to the Lake District World Heritage Site with endless opportunities for adventures from coast to mountains.
- A career opportunity in a place with high aspirations for its students. We have a clear focus on outcomes for learning, behaviour and community.
- Our Headteacher, Steven Henneberry, who was once a student here, is looking to recruit a like-minded colleague with a strong presence and an interest in evidence-based practice to help inspire change and set a positive course for Dallam.
- Fantastic facilities including modern school buildings, historic Boarding House, pavilion and playing fields, all-weather 3G pitches, and excellent indoor sports halls.
- A heritage and traditions stretching back to 1613, the school is grounded in traditional values but forward-thinking and innovative.
- A supportive and inclusive culture in and around school where community is at the heart of all that we do. This includes the working relationship between teachers and students, the trusting relationships with form tutors and the pastoral team, and the honest relationships our staff develop with parents and carers.
- Every opportunity to pursue professional development. You'll also benefit from our extensive educational networks within Cumbria, including the South Lakes Federation of 10 secondary schools, Kendal College and University of Cumbria.

Working in a great location

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Our vision, values and purpose

Our vision

Belong here. Learn here. Thrive here.

Our mission statement

We are here to build an ambitious, joyful and creative school community where everyone belongs, contributes and strives for excellence – so that every student leaves ready to succeed on their chosen path.

Our purpose and culture

At Dallam, **belonging comes first**. We understand belonging to mean far more than inclusion: it is about being known, valued and actively involved as part of an ambitious, joyful and creative school community. This sense of belonging underpins our approach to wellbeing for students, staff and families alike.

At Dallam, **wellbeing is not the absence of challenge, but the presence of belonging, purpose, high expectations and support**. For students, this means feeling safe, supported and stretched in a school where learning is vibrant, adventurous and driven by high expectations. Students are encouraged to contribute to school life, take intellectual risks, explore ideas with confidence and develop the character, creativity and curiosity they need to thrive on their chosen path.

For staff, belonging means feeling respected, developed and empowered as professionals and as people. It is about having a genuine voice, being invested in through mentoring, collaboration and leadership opportunities, and helping to shape the culture and direction of the school. This creates a working environment where staff wellbeing is sustained through clarity, trust, shared responsibility and professional pride, enabling colleagues to give their best to the students they serve.

This culture of belonging shapes our expectations and our practice. Everyone is seen. Everyone is supported. Everyone contributes. Everyone is challenged to thrive.

This vision informs leadership, teaching, behaviour and support across the school. It defines a community where **belonging fuels ambition, contribution is expected, and excellence is a shared commitment**; creating the conditions in which both wellbeing and success can flourish for every member of the Dallam School community.

Our values



Courage
(be brave)



Respect
(others, self and environment)



Compassion
(be kind)



Endeavour
(strive for excellence)



Integrity
(be honest)

Our environment

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Dallam School is located in the North West of England and is surrounded by the national parks of the Lake District and the Yorkshire Dales.

Based in the South Lakeland district of Cumbria, close to Kendal and Windermere, Dallam School offers day and boarding students a place to:

- Achieve academically.
- Enjoy a wide range of creative and outdoor opportunities.
- Develop into a responsible and caring individual.



Flexible working

Dallam School is committed to supporting its workforce in achieving a greater work-life balance.

Through our Flexible Working Policy, we offer a range of formal and informal flexible working options, which have been adopted by a growing number of our staff. We are open to discussing our approach to flexible working options at any stage of the recruitment process or beyond.

Please contact our HR Officer for further details.

You will be given every opportunity to pursue professional development and encouraged to perform to the highest standards.

Your professional development

We aim to be the place where staff can develop their careers and achieve their ambitions, through high quality professional learning. We strive to create a working environment that impacts positively on staff development; a culture of mutual trust, respect, openness and commitment to student achievement.

You can expect us to:

- Ensure access to high quality and bespoke professional development and the opportunity to progress your career at Dallam School
- Provide opportunities for staff to take on leadership roles, and, participate in project-based, collaborative thinking and learning
- Enable teachers to collaborate to refine their teaching practices and work together to solve problems in school. This includes working with partner schools to improve individual practices and school wide policies and protocols
- Secure a continuous appraisal process with meaningful feedback which enables staff development. Regular professional development conversations allow staff to excel in their roles, provide feedback on what support and progression they want, stay current with best practices, and continuously improve their craft



Our commitment to well-being

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At Dallam, we care deeply about the well-being of our staff. We know that when colleagues feel supported, valued and trusted, they do their best work for our students. This sets out the practical ways we support each other every day, so that everyone can do their job well and feel proud to be part of our team.



A buddy for new staff who join Dallam for their first year



Provision of flu jab vouchers for eligible staff each winter



Calendared well-being weeks with no morning meetings scheduled



School, assessment and directed time calendar published in advance of the school year



No student data is collected for data's sake



Dedicated classrooms for teaching staff wherever possible



Access to occupational health support for staff if required



Comprehensive weekly staff induction sessions for new staff to Dallam School



Complimentary tea and coffee provided in the staffroom



A flexible approach to family appointments, children's events, nativities, sports days etc.



Weekly FriYays to celebrate and share appreciation of staff work



Measured approach to lesson observations, drop-ins and open door weeks



Termly survey of workload and staff voice to enable changes to be made if necessary



SLT open door policy at all times



Well-being champions within the school governance team



Key information collated into a streamlined weekly bulletin for all staff



Dedicated support staff meetings with senior staff each half term



Flexible working upon request



Half termly trade union meetings with the Headteacher



Well-being cover support; provide 4 lessons of cover to enable one day off in lieu.



Drop ins with the Headteacher each Friday with coffee and croissants

Job description

Cover Supervisor

Post: Cover Supervisor
Salary: NJC Salary Scale 5 points 12-17 (£29,542 - £32,046 per annum, pro rata)
Contract: Permanent 32.50 hours per week, term time plus 1 week (from 8.30am to 3.30pm Monday to Friday, less ½ hour lunch break) – part time considered
Disclosure Level: Enhanced
Location: Dallam School, Milnthorpe, LA7 7DD - the role may require travel between the trust school sites

Relationships

a) Reporting to:

The post-holder reports to the Assistant Headteacher responsible for School Management

b) Responsible for:

The post-holder interacts with other professional colleagues, students and parents and should establish and maintain productive relationships and promote mutual understanding of our aim to improve the quality of the student experience at the South Westmorland Multi Academy Trust.

Main Purpose

- The role of Cover Supervisor is to complement the professional work of teachers by taking responsibility for agreed activities related to learning
- Primarily this will involve providing cover for absent teaching staff.
- The role is expected to develop with time and a willingness to learn new skills, undertake training and to be flexible where required.

Main Responsibilities

Cover Supervisor

- To provide cover for absent teaching staff as required including the delivery of pre-prepared lessons
- Liaison with the Leadership Team member responsible for cover supervision each morning to determine the daily timetable and collect appropriate cover work
- Work within an established discipline policy to anticipate and manage behaviour and rewards constructively
- Establish productive working relationships with students, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all students within the classroom
- Support students consistently whilst recognising and responding to their individual need
- Encourage students to interact and work co-operatively with others and engage all students in activities
- Provide feedback to students in relation to progress and achievement
- Contribute to the overall ethos/work/aims of the School
- To be available for break/lunch duties within contracted hours
- Support departments when not deployed for cover

CONTINUED – Cover Supervisor

General
Culture and Ethos • Promote the academy ethos, attitudes and values in all aspects of work with pupils, colleagues, support staff, parents/carers and visitors • Promote the academy and celebrate its success at every opportunity
Dress and Appearance • To maintain the highest standards of smart business dress • To maintain a professional demeanour at all times
Self-Development • To take part in the school's staff development programme by participating in arrangements for further training and professional development • To continue personal development in the relevant areas including subject knowledge • To engage actively in the Performance Management process
Attitude • To act as a professional and positive ambassador for the school in order to support the school's mission and profile • Maintain a high level of motivation and encourage the progress of others • Support the induction of Early Career Teachers, as required, and support the training of student teachers when they have been accepted into the faculty • Support supply teachers and teachers doing cover by assisting to ensure that suitable material is available for lessons when members of the department are absent
Policy Promotion • To actively promote the Trust's Equal Opportunities, Health & Safety, Data Protection and GDPR policies to ensure that the school operates safely, effectively and fairly in line with legislative requirements • Comply with and actively implement the Trust's Behaviour Management Policy
Safeguarding • Have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures and the Trust's safeguarding policy
Confidentiality • To ensure confidentiality of the school's activities is maintained in order to protect the integrity of the organisation and its people
Flexibility • The job description may include all such other duties as the Headteacher and Trustees may reasonably expect from time to time • To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation • Embrace a willingness to experiment with new methods and approaches / initiative taken

Person specification

Cover Supervisor

The criteria below are adapted from the National Standards for teachers. While the list below is exacting, it is understood that different qualities will be exhibited to different degrees.

Criteria	Essential	Desirable
Shaping the future		
The ability to use data to set targets and plan projects	✓	
The ability to use technology to enhance learning within the classroom	✓	
An effective communicator at all levels	✓	
Teaching & Learning		
An excellent classroom practitioner with teaching judged to be regularly “good”	✓	
The ability to devise & implement strategies for raising achievement	✓	
A clear understanding of different models of teaching and learning	✓	
Committed to the principals of inclusion	✓	
Developing self and working with others		
Qualified Teacher Status		✓
The ability to receive feedback and act to improve personal performance	✓	
The ability to influence colleagues from a non-line manager position		✓
Managing the Organisation		
Experience of performance management		✓
The ability to prioritise and manage time effectively	✓	
Experience of collaborative working with other schools, organisations and agencies		✓
The ability to make decisions and act upon them	✓	✓
Experience of creating clear reports for a range of stakeholders		
Securing Accountability		
The ability to use a range of data to support, monitor and improve student outcomes	✓	
Strengthening the Community		
The ability to work effectively with parents to support their children’s learning	✓	
Personal Qualities		
Stamina	✓	
Excellent interpersonal skills	✓	
The ability to ensure a sensible work life balance	✓	
Safeguarding		
All the requirements of Dallam’s safer recruitment policy	✓	

How to apply

We strongly encourage you to visit the school before you apply for the post. If you would like to discuss the position with the Headteacher, Mr Steven Henneberry, please contact him by email: s.henneberry@dallamschool.co.uk

If you decide to apply for the post, please note the following important information:

Please read the Guidance Notes carefully before completing the Application Form and ensure that you fill in all sections. Please contact the school if you require the application form in an alternative format.

Along with the Application Form, please write a covering letter of no more than two sides. Please include the following;

- A statement about why you are applying for this particular post
- An outline of relative experience
- How your personal and professional qualities make you suitable for the role

Closing date: midnight, Friday 13th November 2026

We will try to contact all applicants selected for the interview process by telephone initially. This will be followed up by a formal invitation and further information about the process the following day. We will contact all applicants, even if where the application was unsuccessful.

The interview process: week commencing 16th November 2026

Information that you provide for the purpose of your application will be used as part of the recruitment process. Any data supplied will be held securely and access restricted to those involved in dealing with the recruitment process. Once this process is complete, the data relating to unsuccessful candidates will be stored for a maximum of 6 months and then destroyed. If you are successful, your application form will be retained and form the basis of your personnel record.

If you require further information or wish to discuss any issues, please do feel free to get in touch with our HR Team –

015395 65165 recruitment@dallamschool.co.uk

For further information, please visit:
www.dallamschool.co.uk www.southlakesfederation.co.uk

Thank you!

015395 65165
dallamschool.co.uk

