



Progress Lead / Cover Supervisor  
Application Pack  
Start Date: ASAP

## Millfield's Awards



# Welcome from the Headteacher

Thank you for your interest in the position of Progress Lead / Cover Supervisor at Team Millfield. This is an exciting opportunity to join a dynamic team of Pastoral staff who are focused on providing the best outcomes for our students. The Governors and I are looking for an enthusiastic Progress Lead who is driven, determined and passionate about improving students' lives through high-quality teaching and learning and pastoral care, as we take Millfield on the next step of our journey to being exceptional.



We are a small, family school with around 880 students on roll. Millfield is the school of choice for our area and we have been vastly oversubscribed for many years. 96% of our parents recommend us to other parents and 95% of our students would recommend us to a friend. We have a culture of high expectations, high ambition and behaviour is outstanding; there is a real belief in the Team Millfield ethos.

I have worked at Millfield since 2009 and am incredibly proud to have been appointed as Headteacher in September 2018. I am a firm believer in giving every student the opportunity to be the very best that they can be; background should not be a barrier to a child's success. As a team, we have fostered a culture of continuous reflection and improvement; embracing the ethos "If we create a culture where every teacher believes they need to improve, not because they are not good enough, but because they can be even better, there is no limit to what we can achieve." Staff morale at Millfield is high and our team are proud to work at our school.

The school has been on a journey of transformational improvement: we introduced a new curriculum model and student-centred options process, and students' outcomes have been on a steady upward trajectory. We are quickly becoming a trail-blazing, beacon school and have been recognised with numerous awards: Careers; Attendance; Wellbeing; SEND; the first secondary school in Lancashire to achieve the Behaviour Gold Mark; STEM; CPLD and Equalities. We strive to 'Create Bright Futures' for all our students.

We have a fantastic team ethos; through an embedded coaching model, staff collaborate to ensure that developing consistently high-quality teaching and learning is at the heart of everything we do.

We have a clear, shared vision:

*By providing a world-class education for all, through high expectations, ambition and consistent high-quality teaching, students will flourish and make exceptional progress (academically and personally), so they are equipped to reach their full potential. We aim for the school to **Be Exceptional** in everything we do: curriculum; teaching; learning; challenge; behaviour for learning; progress and attendance, to ensure our students leave our Millfield family as well-rounded individuals. We aim to **Create Bright Futures** for all students.*

## We can offer you:

- All students arrive to school fully equipped for the day, with a KS3 morning line-up;
- An embedded, strict behaviour policy, with centralised detentions, in a school where behaviour is recognised as 'outstanding';
- Centralised detention system;
- A commitment to staff development in terms of high-quality, award-winning CPL;
- Four home-based INSET sessions, spread throughout the year (one always after open evening for wellbeing);
- An opportunity to complete our Millfield Leadership Pathway Qualification;
- Being part of an outward-facing school;
- Supportive line management and appraisal, with automatic pay progression;
- Local Government Pension Scheme;
- Free external wellbeing and health package (e.g. gives access to free physio, weight loss programmes, emergency Doctor's appointments and counselling);
- Free annual flu vaccinations and NHS check-ups in school;
- Cycle to work scheme;
- Free laptop;
- Recognition and retention of excellent staff through internal promotion;
- A supportive, highly-visible SLT committed to staff wellbeing and reducing workload, as well as being committed to the Millfield Wellbeing Charter;
- A friendly and dedicated team of experienced and supportive teachers, teaching assistants, support staff and pastoral staff;
- A team of staff who are committed to ensuring that children are both nurtured and educated;
- Enthusiastic students who have excellent attendance, enjoy coming to school, learning and being stretched and challenged;
- Engaged and supportive governors who want the best for our students;
- And the opportunity to be part of the successful, award-winning, Team Millfield.

If you have the skills, drive and enthusiasm to complement the Millfield vision and be part of our success, then I look forward to receiving your application.

*N. Regan*

Mrs Nicola Regan  
Headteacher



# Welcome from the Governing Body



Dear Colleague,

I would like to thank you on behalf of the Governing Body for the interest you have shown in our school and this position that you have applied for. This is an exciting opportunity and the successful applicant will be joining a happy, successful and welcoming school.

The Governing Body is seeking to appoint a Progress Lead who can deliver high quality pre-planned lessons, build strong and effective relationships with students and their families, and contribute to the continued success of the Pastoral team.

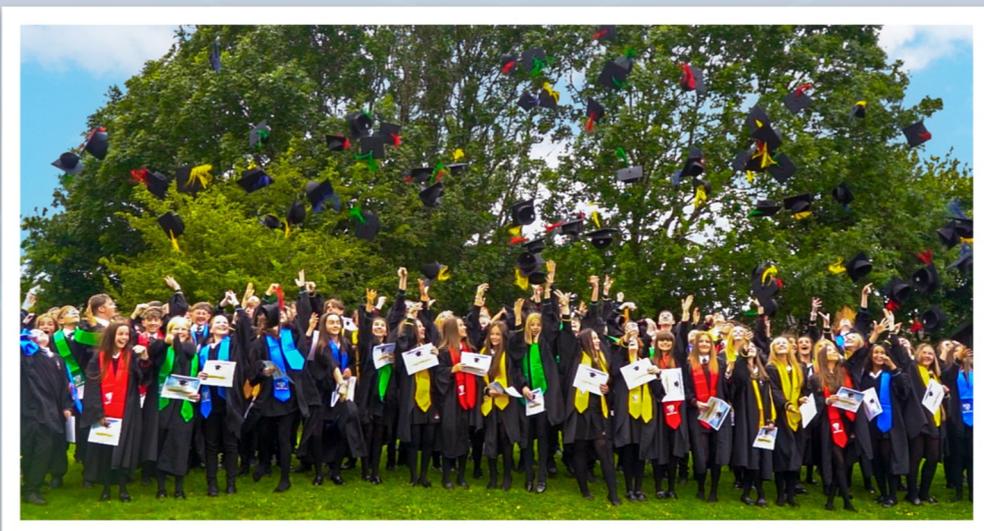
The school has had fantastic success over the last few years, including being in the top 10% of schools nationally for attendance and in our last Ofsted inspection in July 2022. The governors have a very simple wish for the school and that is to provide an environment that allows all students to flourish and become the very best that they can be. The majority of the governors are recruited from our parents and we all have a keen and vested interest in providing the advice and support to help the school in its strategic vision.

We wish you every success with your application, and we look forward to working with you over the coming years.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'David Slack', written in a cursive style.

Mr David Slack  
Chair of Governors



# Welcome from the Students

Dear Applicant,

Welcome to Team Millfield! Our school is a place where students feel safe and welcome. Our students are respectful and polite, and we enjoy coming to school. When students come to Millfield every morning they know how to behave and how to get the most out of their lessons. Millfield is a great environment where students transform from young children in Year 7 to young adults in Year 11, ready for the world.

During our time at Millfield, every one of us has had a chance to shine and experience things we may not have done without the school. From our breath-taking trips to New York, Italy and France, to our wonderful clubs, such as Minecraft, debating society, art and the many sports and extracurricular activities. Our school has so much to offer! The Year 11s who leave Millfield and go on to the next stage of their educational journey always miss these fantastic opportunities. Our teachers care about all students' life chances and it is vital, from a teacher's perspective, for students to have the best five years possible. Leaving school with phenomenal grades is important but so are the experiences that will last a lifetime. Here at Millfield we get both!

We believe that Millfield is a journey that everyone's driving through together. We always admire a person with a personal drive for what they want to do. As students, we would want a teacher who is ambitious, strict, and hard-working. If you do come to work at Millfield, we would love you to also be a kind and warm person who students know they can smile at on the corridor. We hope that you will be joining us here at Millfield and become part of our exceptional team.

Yours faithfully,

The Senior Student Team



*Be Exceptional*

### **PRIORITISE MENTAL HEALTH**

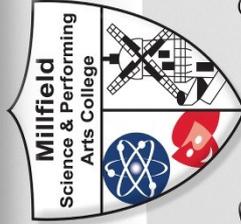
There is no stigma attached to mental health issues, and we promote an open and understanding culture. All staff have free access to SAS (School Advisory Service) for wellbeing; this is a wide-ranging health and wellbeing support service. Wellbeing is included on all staff appraisals.

### **DRIVE DOWN UNNECESSARY WORKLOAD**

We aim to work by the phrase, "Anything that does not impact on student progress needs to be reassessed, as it is either a distraction or an indulgence." We will do this by streamlining documentation, assessing when tasks are calendared, and follow each department's feedback policy to avoid unnecessary marking workload.

### **CULTURE OF EXCELLENT BEHAVIOUR**

As colleagues we will support each other by ensuring consistency with high expectations of behaviour. All staff lead by example and good behaviour of students will be rewarded.



## **WELLBEING**

## **CHARTER**

### **SUPPORTING EACH OTHER**

As colleagues we will show empathy and look out for each other. Everyone should check the wellbeing of colleagues. Make a special effort to give praise and positive words of encouragement.

### **COMMUNICATION**

All colleagues should think before sending an email and ask themselves, "Does this need sending?"

We encourage everyone to speak face to face or pick up the phone. Briefing – every Monday, will be an opportunity to praise colleagues and communicate information that we may have previously emailed. Staff are not required to take notes, they will be sent out as a reminder.

### **DEVELOPMENT AND RECOGNITION**

All colleagues should have regular conversations with their line managers. Recognition of hard work and praise should be given and constructive feedback should guide continuous development and progression. Career progression and CPD will be discussed through the appraisal process.

### **STAFF HAVE A VOICE**

All colleagues should feel listened to. The workload and wellbeing working party will meet every half-term to consider concerns or suggestions. We will ensure that staff have an opportunity to share their views on wellbeing through an annual survey.

# Progress Lead / Cover Supervisor

Mentoring and Student Support 3 (LCC role profile).

**Hours:** Monday to Friday 37 hours a week plus 5 Inset days; term time only.

**Salary:** Grade 7 Pt 19-25 £32,061 - £36,363 FTE Pro rata actual £27,899 - £31,643

## Purpose of the Post:

### Progress Lead

As a Progress Lead, you will play a pivotal role in shaping a supportive, ambitious, and inspiring environment for our students. Working closely with teaching staff, you will help remove barriers to learning by supporting student wellbeing, behaviour, and attendance needs - ensuring every child is given the opportunity to thrive.

You will lead a year group - approximately 175 students - guiding them from their first day at Millfield right through to the end of Year 11. By building strong, positive relationships with students and their families, you will become a consistent, trusted figure throughout their school journey.

A key part of your role will be working with a team of Form Tutors, empowering them to deliver high-quality pastoral support each day. You will deliver high-quality inspirational assemblies to your year group. With the support of our Behaviour and Progress Manager and Family Support Worker, you will help create a school culture where students feel safe, valued, and ready to learn.

This is a rewarding, high-impact position where your leadership, care, and commitment will make a tangible difference to children's lives - every single day.

### Cover Supervisor

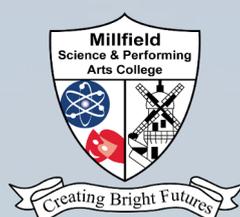
As a Cover Supervisor you will be responsible for taking classes to cover for teacher absence for all age groups and all subjects. It is an exciting role which enables you to build positive relationships with all students in a range of environments.

### The Department

The post holder will be line managed by the Behaviour and Progress Manager and will work with students in their year group, but will, in addition, have roles that mean they will work with students from other years. Based in a dedicated student support room, the post holder will work closely with the Administrative Officer responsible for cover on a day to day basis, and then with the Behaviour and Progress Manager for pastoral duties.

Our school motto is **"Creating Bright Futures"** and we truly believe in this. No day at Millfield is ever the same but every day is one where you can leave at the end of the day and say "I made a difference". Our dynamic pastoral team which is widely praised by Ofsted, outside agencies and our own parents/carers for providing excellent support for all our students.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from their line manager to undertake work of a similar level that is not specified in this job description. Due to the unique nature of this post, this job description may be reviewed and amended at any time following discussion between the line manager and member of staff. The role will always be developed to have the best interests of our students and the culture of our school at its heart.



# Role Profile

## Accountabilities/Responsibilities

1. Contribute to the development of a whole school approach in creating and implementing policies and procedures to overcome obstacles to learning and improve participation in learning and school life.
2. Monitor student attendance and implement policies to improve attendance, including EBSA.
3. Oversee support packages for students to reintegrate them into school following periods of suspension / absence.
4. Liaise with teaching staff to provide particular support to targeted students to raise achievement and attendance and help them to overcome barriers to learning including nurture groups.
5. Manage the supervision of students in our Internal Provision Room.
6. Facilitate the sharing of information between the school and external agencies and act as the point of contact for specialist support services.
7. Work in partnership with external agencies to support attendance initiatives, campaigns, parental responsibility measures and school attendance and exclusion sweeps and set up resources/initiatives to help address barriers to learning.
8. Support the identification of alternative provision for students with persistent/severe absence.
9. Effectively liaise with parents / carers to build positive relationships ensuring that students are supported and that high standards are maintained at all times.
10. Provide advice and support to parents / carers including making home visits where appropriate to keep parents/carers informed and secure positive family support.
11. Monitor the implementation and impact of Pupil Support Plans and attendance action plans for students in your year group.
12. Be responsible for the maintenance of all appropriate records including student's individual files and records.
13. Act as 'on patrol' when required, ensuring behaviour across the school is exceptional.
14. Be responsible for ensuring exceptional behaviour, rewarding and challenging where necessary.
15. To organise and manage year group tutor form tutors, ensuring consistency in form time provision.
16. Duties to ensure the smooth and orderly running of the school day.
17. General admin support.

**Individuals in this role may also provide cover for the Behaviour and Progress Manager as appropriate**

**The Role Profile** sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out.

**PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

# Person Specification

<b>Post title:</b> Progress Lead/Cover Supervisor		<b>Grade 7</b>	
<b>Directorate:</b> Children and Young People		<b>Post number:</b>	
<b>Establishment or team:</b> Millfield Science and Performing Arts College			
<b>Requirements (based on the job description)</b>		<b>Essential/ Desirable</b>	<b>Evidenced (Application, Letter, Reference)</b>
<b>Qualifications</b>			
GCSE English and Maths grade C or above		E	AF
Educated to at least NVQ level 3 and or A level standard		E	AF
Degree		D	AF
<b>Experience</b>			
Working with young people		E	AF/I
Working in a school/educational environment		D	AF/I
Working with outside agencies		D	AF/I
<b>Knowledge, skills and abilities</b>			
Manage a team		D	AF/I
Knowledge of outside agencies		D	AF/I
Excellent literacy skills		E	AF
Work as part of a team		E	AF/I
Work independently		E	AF/I
<b>Other (including special requirements)</b>			
Commitment to safeguarding and protecting the welfare of children and young people		E	I
Commitment to equality and diversity		E	I
Commitment to health and safety		E	I
<b>Prepared by:</b>	D Mountford/M Deaville	<b>Date</b>	January 2026
<b>Note: We will always consider your references before confirming a job offer in writing.</b>			

# How to Apply

To find out more information about Millfield please look at our school website. If you would like a tour of the school, with the Headteacher, please contact her PA.

All job details and an application form are available to view and download from the school website under the vacancies section, TES online, LCC vacancies online, or an application pack can also be posted or emailed to you by contacting Mrs Hall, the Headteacher's PA, on 01253 865929 or [admin@millfield.lancs.sch.uk](mailto:admin@millfield.lancs.sch.uk)

**The Lancashire Application Form must also be fully completed, ensuring there are no gaps in your career history.** In the references section of the application form, please clearly give details of two referees. References from employers are preferred, one of which should be your current employer. Please also include an email address for each of your referees. An excellent attendance record is essential. We will contact your current employer for attendance information if we make you a conditional offer of employment. An offer of employment will also be conditional on satisfactory medical clearance. The successful candidate will be asked to complete a confidential online medical questionnaire for submission to Occupational Health.

**Please email applications FAO Mrs Mountford, School Business Manager:**

[dmountford@millfield.lancs.sch.uk](mailto:dmountford@millfield.lancs.sch.uk)

**Closing date for applications: 23rd February 2026 at 9am**

**Interview: 2nd March 2026**

**Early applicants may be offered an interview before the closing date.**

## **Child Protection and Safeguarding**

At Millfield, the welfare of the child is paramount. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way. Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction.

Please note that in line with Keeping Children Safe in Education 2025, an online search will be carried out as part of our due diligence on shortlisted candidates.

## **GDPR and Data Protection**

The post holder is expected to comply with the provisions of the Data Protection Act (GDPR) 2018.

## **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.

## **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

# Pastoral Department Structure



Headteacher

SLT Link:  
Pastoral

Behaviour and Progress Manager

Progress  
Lead  
Year 7

Progress  
Lead  
Year 8

Progress  
Lead  
Year 9

Progress  
Lead  
Year 10

Progress  
Lead  
Year 11

Family Support Worker

Attendance Officer



# OFSTED:

*"Staff morale is high."*

*"Students are well prepared for the next stage of their education."*

*"Relationships between staff and students are positive."*

*"Teachers use questioning effectively to target students of different abilities and to probe and deepen students' understanding."*

*"You provide a strong vision and have developed a sense of teamwork among staff and students."*

*"My children are supported in their learning and are encouraged to reach their full potential."*

*"The curriculum is well-matched to the aspirations and interests of students, and they are increasingly successful as a result."*

*"Your ongoing focus on raising aspirations has ensured that students' outcomes have continued to improve."*

*"Students say that they feel safe and well looked after in school."*

*"Students are polite, courteous and welcoming."*

*"Students behave well in lessons, at breaktimes and around the school."*

*"Students enjoy coming to school."*



**MILLFIELD SCIENCE & PERFORMING ARTS COLLEGE**

Belvedere Road, Thornton Cleaveys, Lancashire FY5 5DG

Telephone: 01253 865929

Website: [www.millfield.lancs.sch.uk](http://www.millfield.lancs.sch.uk)

Email: [admin@millfield.lancs.sch.uk](mailto:admin@millfield.lancs.sch.uk)

