



Baines School

Nil Sine Labore



Cover Supervisor
32.5 hours per week
Term Time plus 3 Inset Days

Grade 6 SCP 11-19
Salary £28,142 to £32,061 Pro Rata

fixed term 1 year contract, with potential for permanency after
1st year

Start date: As soon as possible



A Message from the Headteacher



Welcome to Baines School!

Thank you for your interest in one of the positions as Cover Supervisor at Baines School. I am proud to be the Headteacher here and am delighted that you are interested in joining our team at this exciting time of change. Baines School is a special place that has great potential to be the most wonderful place for learning and personal development. There are so many positives to share on our journey of improvement.

I joined the school on the 1st September 2018 as Deputy Headteacher and was appointed as Headteacher in 2023. My vision for both staff and students is to 'Encourage, Engage, Empower'.

We have recently had an OfSTED inspection, and will update the advert as soon as the report is published, which is imminent. We would strongly welcome you to read the new OfSTED report. Due to our improvements we have seen at Baines School along with an improved culture and results over the past two years, Baines is regaining its good reputation. We have wonderful students and staff and they have risen to the challenges of raised expectations, curriculum change and a focus on teaching and learning.

Baines School is steeped in a rich history thanks to our founder James Baines in 1717. The year 2017 celebrated 300 years since the school first started and 2018/19 was a special year as we commemorated 40 years since the school became co-educational and saw the first intake of girls. We have a very supportive Former Pupils Association with a number of social events during the year. There is a fantastic loyalty to the school with generations of families studying at Baines as well as a number of staff and governors who are also former pupils themselves.

Our catchment serves the areas of Wyre and Fylde, and Blackpool. We have an extremely mixed intake with some pupils from Blackpool which is an area of significant coastal deprivation, with approximately 34% of students from disadvantaged backgrounds. Our population has a prior attainment above the national average and we have a lot of students who have exceedingly high aspirations, many of whom have gone on to Russell Group Universities.

The role of Cover Supervisor is vital to the smooth running of the school. As one of our Cover Supervisors you will provide continuity of education for students through supervision of whole classes, small groups or individuals to cover periods affected by absence. This role is very important as it provides continuity of education and the curriculum for our students. It will essentially be covering for short-term absence and provide the opportunity for teachers to be released for monitoring provision and continuing professional development.

The ideal candidate:

- is an enthusiastic and inspirational person who can build positive relationships with people
- can model excellence inside and outside the classroom
- is flexible, resilient, has a 'can do' attitude and is relentlessly positive
- is positive and enthusiastic about the role all subjects play in a balanced curriculum
- can inspire students of all abilities to be the best they can be
- has positive and strong behaviour management skills
- is driven by moral purpose to serve the community of Baines School

We will offer you:

- excellent CPD opportunities
- friendly and vibrant staff and students
- staff and governors who are loyal to the school
- stretch and challenge and the ability to shape the role further
- support from school leaders across other schools and the Local Authority
- opportunity to be part of a school improvement journey and make a real difference to students' lives.

I hope this pack gives you an insight into our school and encourages you to apply. If you would like a tour of the school prior to applying for this position, please email, Mrs Porter, Headteacher's PA, info@baines.lancs.sch.uk to arrange this.

Nil Sine Labore – Nothing Without Effort

Kind regards



Clare Doherty
Headteacher

Application Details



COVER SUPERVISOR
GRADE 6 SCP 11-19
Salary £28,142 to £32,061 FTE
Term Time Plus 3 Inset Days

Closing date for the receipt of completed applications: Monday 29th June 2026 at 12 noon

Interviews: To be confirmed

This post is required as soon as possible

Please note: Receipt of an application will be acknowledged by email. Subsequently, if you have not been contacted within one week of the shortlisting date, you should assume that your application has been unsuccessful.

It is our policy to take up references for shortlisted applicants from their present employer and one other referee. It would greatly assist the process if you were able to supply email addresses for all the referees on your application form.

Applicants will be asked to produce original certificates for all education qualifications stated in the application form prior to the appointment being confirmed (these will be asked for on the first day of the interviews). All appropriate safeguarding and attendance at work checks will be requested.

Applicants are asked to provide an application form that must be fully completed and legible and a supporting statement of no more than 2 sides of A4 (minimum font size 11), which should be clear, concise and related to the specific post.

Applications to be returned by email to Mrs C Porter, Headteacher's PA:

info@baines.lancs.sch.uk

Note: We will always consider your references before making a job offer in writing

Job Description



JOB PURPOSE:

The Cover Supervisor's main role is to organise the daily cover work that has been set for cover lessons 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.

Main Responsibilities

- To supervise pupils undertaking work that has been set in accordance with the School's policy.
- To liaise with teaching staff, Subject Leaders and Special Educational Needs support 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.
- To communicate work set by the teacher to the students 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 students' responses to learning activities through observation, recording of achievement and providing feedback/reports as required.
- To support students 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 student's competence and independence in its use.
- To manage the behaviour of students to ensure a constructive environment and record behaviour incidents within the school's designated software system.
- To report back using the school's agreed referral process on the behaviour of pupils during class and issues arising.
- To record and report attendance at lessons in accordance with school policy.
- To act consistently within the wider rewards and sanctions policies.
- To act in the capacity of form tutor for a class of up to 30 pupils each day throughout the academic year.
- Support students in a variety of contexts.
- To undertake associated duties as required including, before school, break duty and after school and on trips.
- To administer and support with detentions.
- 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 school.
- When not required for cover, you will be expected to carry out a range of duties including: to lead small groups and interventions and other school support work such as creating excellent displays and school resources across the school.

General

- To work within school policies and procedures.
- Assist in providing a purposeful, orderly and supportive environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To attend skill training and participate in personal/performance development as required.
- To take care of their own and other people's health and safety.
- To be aware of the confidential nature of issues.
- Any other requests from the Headteacher.
- At all times to carry out the duties in accordance with the school-based policies and Health and Safety procedures, reporting all concerns to an appropriate person.
- The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.

Person Specification



How it will be assessed is A (Application form), I (Interview), R (References)

A Training and Qualifications

Quality	Essential	Desirable	How this will be assessed
Qualifications at GCSE level 5/C in English and Mathematics	Yes		A/R/I
NVQ Level 3 Qualification (or equivalent)		Yes	A/R/I
First Aider (or willingness to be trained to become a First Aider)	Yes		A/I

B Experience

	Essential	Desirable	How this will be assessed
Experience of working with children	Yes		A/R/I
Experience of working in a relevant classroom / supervisory / school environment	Yes		A/R/I
Experience of administrative work		Yes	A/R/I
Experience of supporting students with special educational needs		Yes	A/R/I
Experience of supporting students with challenging behaviour		Yes	A/R/I



C Professional Knowledge, Skills, Abilities

	Essential	Desirable	How this will be assessed
Ability to relate well to young people	Yes		A/R/I
Ability to work in a team	Yes		A/R/I
Excellent communication skills both oral and written, to include excellent literacy and numeracy	Yes		A/R/I
Ability to relate well to parents / carers	Yes		A/R/I
Ability to supervise and assist students	Yes		A/R/I
Ability to deliver appropriate learning activities	Yes		A/R/I
Excellent time-management skills	Yes		A/R/I
Excellent organisational skills	Yes		A/R/I
Knowledge of classroom roles and responsibilities		Yes	A/R/I
Understanding of the concept of professional confidentiality	Yes		A/R/I
Knowledge of school curriculum in Key Stages 3 and 4		Yes	A/R/I
Good ICT skills	Yes		A/R/I
Flexible attitude to work	Yes		A/R/I

D Other

Quality	Essential	Desirable	How this will be assessed
Commitment to undertake in-service development and training	Yes		A/I

E Safeguarding

	Essential	Desirable	How this will be assessed
Displays commitment to the protection and safeguarding of children and young people	Yes		A/R/I
The ability to form and maintain appropriate relationships and personal boundaries with young people	Yes		A/R/I

F Application Form and Letter

The appropriate application form should be **fully completed** and legible. The letter should be clear, concise and related to the specifics of the post.

G Confidential References and Reports

Two referees should be nominated, including one from your current or most recent employer.

	Essential	Desirable	How this will be assessed
A positive reference from current employer	Yes		A/R/I

Further Information about our School



Baines School has a long and proud heritage. In 2017, it celebrated its 300th anniversary. The school is also unique in the North West in holding its voluntary-aided, non-denominational status. It is proudly comprehensive in nature and renowned in the locality for the support it offers to the social and personal development of its young people at all stages of their school career. Baines is rooted in the local community but owing to its close geographical proximity to Blackpool Authority, the intake each year is wide-ranging and diverse in nature, although ability upon intake is high.

We are proud of the many successes of our young people and of the range of opportunities that our dedicated teaching and associate staff offer them. The work of our governors and of the Former Pupil Association provides additional support and funding for the direct benefit of the pupils. They actively encourage the development of wider activities which further contribute to the enrichment and success in the lives of our young people whilst they are with us and beyond.

The area served by the school

Poulton-le-Fylde is an attractive, small town situated close to Blackpool and the Fylde coast. We are well connected to the rest of the country by an excellent network of motorways and roads, with large centres such as Manchester and Liverpool being just over one hour away. The town has its own railway station, with regular services to Preston and the West Coast Main Line. The school is situated in a pleasant residential area and there is an extensive building plan for new houses in the area.

Our Students

We are an 11-16 school (having previously been an 11-18 school). Students start school in Year 7 with overall levels of attainment that are above the national average.

Our students have a positive attitude to school. The vast majority attend regularly, enjoy lessons and the wide range of other activities provided. In and around school there are high standards of the pupils' behaviour and politeness. The students speak warmly of the support they receive at Baines and the great majority are confident, polite and friendly young people. They are demanding in that they expect and want to do well, and come to the school with high expectations supported by their parents/carers. Our older students are role models who are thoroughly and actively engaged in the work of the school, the quality of what we do and contribute to supporting us in our aim of continual improvement.

The young people of Baines School undertake significant work for charities and there is a varied offer of enrichment activities in which all staff and pupils are actively encouraged to take part. We are the largest school contributor to the Teenage Cancer Trust in the country (over £100,000 so far) and hold the national record for the largest team entry in the Race for Life.

Our skilled and dedicated support staff represent a further strength within the school. These colleagues offer wide-ranging and expert support to some of our most vulnerable young people and they actively engage in the full spectrum of school life both in the classroom and beyond.

We have access to a wealth of CPD, resources and networking opportunities and work with local schools and teaching training providers. We work collaboratively within the area in regard to managed moves, fixed-term exclusion provision and work closely with the Lancashire Authority Advisory Team. Baines is also a registered centre with the Duke of Edinburgh scheme and has strong links with HE providers and employers in the region. We were very proud to have received numerous nominations for the Gazette Education Awards, including winning the inspirational teacher and unsung hero awards. There are so many successes to be proud of, the weekly Headteacher Update shares these with parents and carers.

