



# South Shore Academy

St Annes Road, Blackpool,  
Lancashire  
FY4 2AR  
(01253) 336500

## JOB INFORMATION PACK

Vacancy: Cover Supervisor  
South Shore academy



## Cover Supervisor

### Bright Futures Educational Trust

Bright Futures Educational Trust (The Trust) is a multi-academy trust set up in 2011. The Trust is made up of a richly diverse group of schools in Greater Manchester and Blackpool. We are passionate about working together within and beyond the Trust to achieve our aspirational vision: the best *for* everyone, the best *from* everyone. We are an organisation that is underpinned by values of: community, integrity and passion. In everything we do, we remember that we are accountable to the children, families and communities that we serve.



Our schools have their own identities and form one organisation and one employer, Bright Futures Educational Trust. Bright Futures' Board of Trustees maintains strategic oversight of the Trust and delegates some of its responsibilities to the Executive Team, Principals and local governing bodies. We place a high value on integrity and probity and take seriously our accountabilities for making the best use of public money. How decisions are made is described in our delegation framework. You can find out more about the Trustees and the Executive Team on our website: <http://bfet.co.uk/about-us/>.

The central team, comprises the Executive Team: John Stephens, CEO; Edward Vitalis, Chief Operating Officer; Gary Handforth, Director of Education; Lisa Fathers, Director of Teaching School and Partnerships and Lynette Beckett, Director of HR & Strategy. The focus of these roles is to work with schools, providing high quality and timely guidance, leadership, challenge and support. In addition to the executive team, we have central operations for finance, HR, educational psychology and Digital Technologies. Please see our website brochure which explains our central operations: [Working together for a Bright Future](#).

Bright Futures Development Network is another important outward facing component of our organisation. Underneath this umbrella we have 5 network hubs. 'The Alliance for Learning' (AFL) which provides school improvement services and CPD to over 700 schools (<http://allianceforlearning.co.uk/>); a North West Maths' hub providing mathematics training and coaching to 500 schools: a SCITT (School Centered Initial Teacher Training) which is the largest in the North West. After significant national reforms to the teaching school policy, Bright Futures was designated with two new large-scale Teaching School Hubs in 2021. The areas we serve are Manchester, Stockport, Salford and Trafford.



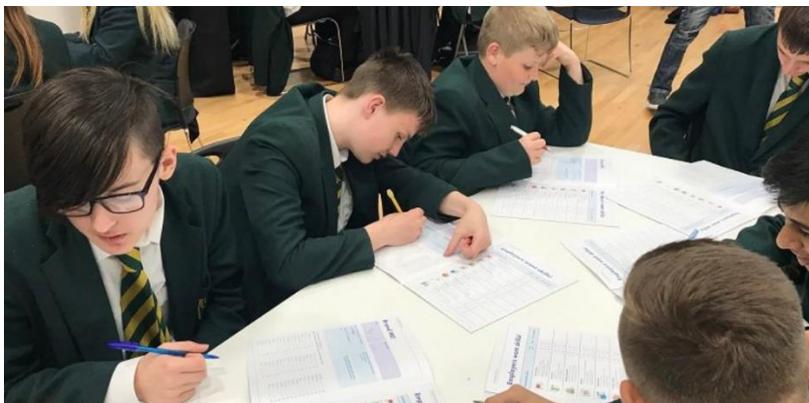
Collaboration and strong relationships form one of the 'commitments' in our Strategy and all components of the Bright Futures' family work closely together. Our Strategy was developed collaboratively and can be found on our website: [Our Strategy](#).

Welcome to South Shore Academy, a Bright Futures Educational Trust school. Bright Futures gives children and young people at its schools exciting educational and extracurricular opportunities that help every student be the best that they can be.

South Shore Academy was one of the first schools to join Bright Futures Blackpool cluster, and is working with the Trust to help every student and member of staff to succeed. Leaders from South Shore are involved in collaboration and support with other Bright Futures schools, and we also receive advice from other leaders within the Trust whose expertise helps us to fully meet the needs of all our pupils.



We are proud of the excellent relationships that exist between staff and students. Within our culturally diverse student body, tolerance, respect and understanding are cornerstones for the strong relationships which exist. Parents and governors work in partnership with the school, in order to ensure that the young people of our community enjoy the highest standard of education. The traditional values of courtesy, discipline and respect are important to us and we believe that upholding them will help us to achieve results for all at South Shore.





## SOUTH SHORE ACADEMY – PUPIL INFORMATION

<b>Type:</b>	Mainstream School
<b>Phase:</b>	Secondary
<b>Funding status:</b>	Public - Academy
<b>Gender:</b>	Mixed
<b>Religion:</b>	Mixed
<b>Age Range:</b>	11 - 16 years
<b>No of students on roll:</b>	755
<b>PAN:</b>	985
<b>SEN Students:</b>	25%
<b>EAL Students:</b>	10%
<b>Address:</b>	South Shore Academy St Annes Road, Blackpool Lancashire. FY4 2AR
<b>Telephone:</b>	<u>+44 1253336500</u> <a href="http://www.southshoreacademy.co.uk">http://www.southshoreacademy.co.uk</a>

South Shore Academy is located in the south shore area of Blackpool with great links to the M55 motorway and also has good transport links.



### Why work for us?

We offer a great opportunity to join an organisation which really lives its values. Our working environment is very inclusive and whilst you can expect to be challenged in your role, you will be supported through professional learning, treated fairly and with dignity and respect. Please see the Equality, diversity and inclusion statement on our website: <http://bfet.co.uk/vacancies/>.

We are seeking a candidate for the post of Cover Supervisor which has arisen due to the promotion of the current post holder. It will mainly be based at South Shore Academy and will provide additional cover at Marton as needed. The role holder will be responsible for supervision of lessons due to the short-term absence of colleagues, ensuring that good order is maintained and that lessons are a well organised and a relevant learning experience for all pupils.

Candidates should have experience of working with young people, ideally in a secondary school and have excellent oral and written communication skills. An ability and willingness to ensure good discipline and adherence to Academy rules will also be essential along with a minimum of grade C in English and maths.

### Terms and Conditions

**Salary:** Grade 6 scale point 19-24 £ 21,819.36- £24551.81  
Term time plus 5 days

**Permanent 36.25 hours Mon-Fri**

**Pension:** Local government pension scheme. Please look at the website:  
<https://www.lppapensions.co.uk/members/schemes/local-government-scheme/>



Other:

We offer salary sacrifice schemes for purchasing cycles and technology, through monthly interest free salary deductions.



### How to Apply

We can only accept completed application forms, rather than CVs. This is because the regulatory guidelines of Keeping Children Safe in Education, require us to check various details of job applicants and an identical application format for each candidate enables us to do this.

Application forms and criminal disclosure forms will need to be completed by the date specified using the link: <https://bfet.jotform.com/211107126250944>

### Keeping Children Safe in Education

**Bright Futures Educational Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out and references will be sought for shortlisted candidates and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.**

### Data Privacy

You can the details of how we use the personal data that you provide us with in our Job Applicants' privacy notice on our website: <http://bfet.co.uk/wp-content/uploads/2018/07/BFET-Applicant-privacy-notice-002.pdf>

## COVER SUPERVISOR

### REPORTS TO ASSISTANT HEAD FOR TEACHING AND LEARNING

### About BFET

Bright Futures Educational Trust (BFET) is a partnership of schools based in the North West. Our aim is to provide a quality education that opens real choices for every one of our pupils, raising aspirations and helping every child to achieve their ambitions, no matter their background. The Trust currently has eight partner schools.

Bright Futures Educational Trust is establishing itself as a leader in educational excellence. The Trust's vision of, the best *for* everyone, the best *from* everyone is evident in everything we do.

We inspire excellence and believe in nurturing the abilities of all within our schools and communities. Our values of Community, Integrity and Passion enable us to empower our young people to build purposeful lives and have the courage and confidence to make a positive contribution to society.

This post is based at our South Shore Academy in Blackpool and will also provide cover as necessary at Marton Primary Academy and Nursery.

### About the Role – Cover Supervisor



## Term time plus 5 days

The Cover Supervisor is an essential member of the Academy Team. Under the direction of the Deputy Head of School for Teaching and Learning, they are responsible for supervision of lessons due to the short term absence of colleagues, ensuring that good order is maintained and that lessons are a well organised and a relevant learning experience for all pupils.

The post holder will be required to provide specialist support for the SEN Team when not required to provide lesson cover, including targeted support for identified pupils, preparation and organisation of resources and general class support.

They will strive for excellence in all they do and be committed to providing first class provision for all our children. Excellent teamwork, high standards and a capacity to work hard will be at the core of their success. They will be flexible with the ability, determination and commitment to work collaboratively with the Head of School to continue the development of the Academy.

### KEY RESPONSIBILITIES

- To short term cover lessons for absent colleagues as directed by the Deputy Head of School for Teaching and Learning.
- To provide specialist support for the SEN Team including preparation, and organisation of resources and support to teaching staff and students when cover is not required.

### Focused Key Areas

#### Covering Lessons

- Collect work set from the departmental Team Leader or The Deputy Head of school for Teaching and Learning.
- Complete an accurate attendance register for the lesson.
- Instruct pupils regarding the work left by their teacher.
- Respond to pupils about the work that has been set and guide them to successfully complete the tasks set.
- Provide pupils with the necessary resources for their learning.
- Enable orderly entrance and exit of classrooms.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Create a calm and purposeful environment in which pupils can complete work set by the classroom teacher and engender high expectations.
- Follow Academy policies regarding conduct in and around the classroom including safeguarding, uniform, behaviour and rewards policies.
- Deal with any immediate problems or emergencies according to the Academy's policies and procedures.
- Report back, as appropriate, using the Academy's referral procedures on the behaviour of pupils during the class and any issues arising.
- Collect any work completed after the lesson and return it to an agreed person/place.
- Leave the room in good order at the end of the lesson.



- Communicate to colleagues on their return to work details of the work completed by the class and any issues arising from the lesson.
- If not covering a lesson for absent colleagues undertake support within a subject area or other area of the Academy as directed by the Deputy Head of School for Teaching and Learning.

**SEN Support**

- When not required to cover classes or groups of pupils the Cover Supervisor will provide support for the SEN department, under the guidance of the SENCO by:
  - I. Working on an individual or small group basis with students with particular needs adjusting lessons/work plans as appropriate;
  - II. Administering and assessing routine tests and invigilating exams/tests.

**EXPECTATIONS OF ALL ACADEMY STAFF**

- Work professionally and effectively as part of a specific and wider Academy staff team.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils and staff, and towards parents, carers, governors and members of the local community.
- At all times to be a positive, professional role model for all pupils.
- Treat all students with dignity, building relationships rooted in mutual respect, and always observing proper boundaries appropriate to staff’s professional position.
- Actively adhere to the Academy’s commitment to safeguarding of all pupils and the promotion of pupils’ well-being, in accordance with statutory provisions and academy policy.
- Carry out supervision duties as directed in the duty rota.
- Actively engage in the Academy’s performance management process.
- Actively engage in the CPD programmes to develop skills and improve practice.
- Be familiar with, and follow, all Academy policy and practice to ensure a consistent high standard approach to all aspects of the Academy.
- Play a full part in the life of the Academy, to support its distinctive mission and ethos.
- Act as an ambassador for the Academy at all times and positively promote its reputation within the community.
- Attend Academy events and activities as directed by the Head of School.
- Carry out any additional duties within the purview of the post as directed by the Head of School or the Executive Principal.

**Person Specification – Cover Supervisor**

	<i>Essential</i>	<i>Desirable</i>
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<p><i>Relevant Experience, qualifications and training</i></p>	<p>Formal Qualifications a minimum of a C grade in both English and maths at GCSE          Experience of following procedures and instructions          Experience of working with young people in a secondary school.</p>	<p>Evidence of further education – ‘A’ levels or degree level</p> <p>To have led and managed a team of staff</p> <p>To have experience of liaising with external support agencies such as social services</p>
<p><i>Knowledge, skills, abilities</i></p>	<p>Very good oral and written communication skills.          An enthusiasm for education and the ability to generate this in others.          Ability and willingness to ensure good discipline and adherence to Academy rules.          Ability to work as part of a team.          Ability to be able to manage own workload and prioritise          Good ICT skills.</p>	<p>Knowledge of VLE.          Knowledge of SIM’s or similar</p>
<p><i>Others</i></p>	<p>A passionate commitment to develop the best in young people          Tact and diplomacy in all interpersonal relationships with the public, students and colleagues at work          Self motivation and drive to complete tasks to the required time scales and quality standards          Flexibility to adapt to changing workload demands          Personal commitment to the Academy’s professional standards and code of conduct          A commitment to further training and a willingness to participate in relevant CPD.          Willingness to be engaged in partnership and community activities          Commitment to the aims and ethos of the Academy.          A positive approach to challenges, which seeks solutions to problems and addresses difficulties with cheerfulness and good humour.</p>	
<p><i>Safeguarding</i></p>	<p>Willingness to consent to apply for an enhanced DBS check.          Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people.</p>	

**BFET is committed to safeguarding and promoting the welfare of children and young people and it is expected that all applicants will share this commitment. DBS checks will be carried out on all successful candidates**

