



LYDIATE  
LEARNING  
TRUST

ENGAGE, ENABLE,  
EMPOWER



DEYES  
HIGH  
SCHOOL

LYDIATE  
LEARNING TRUST

# Applicant Information Pack

## Cover Supervisor

### Deyes High School



<b>Start Date:</b>	<b>01 September 2026</b>
<b>Closing Date:</b>	<b>12 noon, Friday 26 June 2026</b>
<b>Shortlisting:</b>	<b>Friday 26 June 2026</b>
<b>Post Scale:</b>	<b>NJC SCP 7 - 11</b>
<b>Salary:</b>	<b>£26,403 - £28,142 FTE</b> <b>Pro rata salary £22,912 - £24,421</b>
<b>Contract Term</b>	<b>Full Time/Term Time plus INSET days</b> <b>Permanent</b>

## Welcome from the Head of School



Dear Applicant,

Thank you for your interest in the position of Cover Supervisor. This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. We hope it answers all of your initial questions, but if not, please do not hesitate to contact us and we will endeavour to help you through your application.

Deyes High School is proud to have been the founding school in Lydiate Learning Trust. As a Trust we are expanding and working together across both the primary and secondary sectors with the ambition of becoming outstanding. Our place in Lydiate Learning Trust enables us to benefit from a wealth of collaboration in all aspects of school life, from leadership and teaching and learning to professional development and our people strategy.

Deyes High School is a vibrant, ambitious and oversubscribed school that is rated 'good' by Ofsted. Our ambition is to be 'outstanding' in all areas and welcome your application to be part of that journey.

In April 2024, our new state of the art building was completed and is now fully operational. Staff and students are now benefitting from our modern building which spans three floors and boasts a host of state-of-the-art facilities, including high-tech classrooms, specialist science laboratories, a learning resource centre, an art studio and a multi-use games area. Our new building is net zero carbon in operation, with photovoltaic panels for solar power, hybrid natural vent units and three air source heat pumps. When Phase Two is completed in August 2025, the school grounds will include large playing fields and sports pitches, a wildlife garden, a nature trail, and a habitat area to support learning and promote wellbeing for our 1,400 students.

Alongside, and no less important, is our excellent performance. We work hard to ensure that Deyes offers a friendly, welcoming and enriching environment for all, including those who work, visit and study here.

Whilst we are proud of our achievements, we strive to improve year on year whilst maintaining the happy atmosphere for which we are renowned. We match our goals by the whole school community working together as a team.

Our people are at the heart of our success. We have developed a strong culture of collaboration and best practice, with professional development and career planning at its centre. We invest in our staff with support, coaching, mentoring, and a wide range of top-quality training programmes delivered at every level to senior leadership.

If you feel you are up to the challenge, keen to do well and would enjoy working at Deyes High School, then please apply.

We do hope you are that special person we are looking for and we look forward to hearing from you.

Warmest wishes,



Victoria Beaney  
Head of School

## About Us

Our **mission** is to engage with all within our Trust and beyond to enable them to show the world their particular strengths, their ideas and their passions. We aim to **Engage, Enable** and **Empower** all learners, young and old, across Lydiate Learning Trust to ensure our schools are outstanding.

## Our Values

Our values guide the decisions we make every day.

- **RESPECT FOR OTHERS** - Show respect for and value all individuals for their diverse backgrounds, experiences, styles, approaches, ideas and beliefs.
- **TRUST** - We build trust through responsible actions and honesty.
- **PERSONAL ACCOUNTABILITY** - Take personal accountability for behaviour, actions, words and results.
- **SOLUTION FOCUSED** - Focus on finding solutions and achieving great things.
- **CAN DO ATTITUDE** - Adopt a determined attitude and work hard to get the job done.
- **COLLABORATION** - We achieve more when we work together, support each other and collaborate.
- **COMMITMENT TO SELF AND OTHERS** - Personal commitment to success and wellbeing of others in your class or team.
- **RESILIENCE** - We strive harder and are more determined to overcome challenges.
- **PRIDE** - Be proud of being part of Team Lydiate, celebrating your own and others' success.

## Our Aims

We pride ourselves on our values and always try to do what is right, so that all learners reach their full potential, regardless of their starting point.

### ENGAGING

1. Engaging with all learners, breaking down barriers, to develop an intrinsic love of learning.
2. Engaging with staff so that they are highly valued and listened to.
3. Engaging with families so they can work alongside their child and school on the learning journey.

### ENABLING

1. Enabling all our staff, and those in other academies, to reach their potential through effective CPDL, providing first class quality experiences for all.
2. Enabling a happy, safe, supportive environment for all.

### EMPOWERING

1. Empowering learners to take personal responsibility for their future, with a lifelong love of learning.
2. Empowering learners with the tools for academic success and happiness.
3. Empowering learners to develop the self-esteem and confidence which are necessary for a full and happy life.
4. Empowering learners to have a pride in their work, respect for their surroundings and good relationships with others at school and in the local and wider community.
5. Empowering leaders at all levels to lead ethically, with high levels of perseverance, proficiency and integrity.
6. Empowering the wider community to work alongside us to our mutual benefit.

## We can we offer you

At Lydiate Learning Trust, we take pride in our inclusive culture. We believe in recruiting talented and capable individuals, developing them to achieve their career ambitions, and thereby engaging, enabling, and empowering our young people. Our staff play a crucial role in ensuring the future success of our students and our Trust. We are proud to have created an environment that prioritises young people and fosters growth and development for all.

Lydiate Learning Trust is forward-thinking, and if you join our team, your professional development will be as important to us as it is to you. We aim to equip our staff to deliver their best by offering a generous benefits and training package. We offer:

- ❖ A future vision map and professional development
- ❖ A highly competitive salary
- ❖ A staff development programme and appropriate CPDL
- ❖ Excellent occupational health and employer assistance programme
- ❖ Cycle and Technical salary sacrifice scheme
- ❖ Family friendly policies
- ❖ Union recognition
- ❖ A friendly Trust which looks after the wellbeing of its staff
- ❖ Coaching (internal and external to the Trust)
- ❖ A high quality and supportive onboarding programme
- ❖ A modern and relevant approach to appraisal
- ❖ Annual Flu Jabs
- ❖ An excellent Pension Scheme
- ❖ Personal recognition and reward

## Safeguarding

The Lydiate Learning Trust is strongly committed to Safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment and maintain a vigilant and safe environment.

All staff will be expected to follow the school's child protection policy, code of conduct for adults and managing allegations against staff procedures. All posts are subject to an enhanced DBS check and medical clearance.

## Equal Opportunities

Lydiate Learning Trust is an equal opportunities employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital status, race, religion, colour, nationality, ethnic or national origins or disability or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

To assist us in monitoring the operation of our equal opportunities policy, and for no other reason, please ensure you complete an [Equal Opportunities in Recruitment Monitoring \(Page 1 of 6\)](#) form which can be found on our Careers Homepage

## How to apply

If you are interested in joining us on our journey, please apply by completing the online application form via our website [Current Opportunities – Lydiate Learning Trust](#)

## Job Description - Cover Supervisor

<b>Purpose</b>	<ul style="list-style-type: none"><li>• To work under the guidance of teaching staff, within an agreed system, to supervise whole classes during the short-term absence of teachers.</li><li>• To respond to questions and generally assist students in undertaking set activities when fulfilling this supervisory role.</li><li>• To work with and supervise individuals and groups of children under the direction/instruction of teaching and/or senior staff, inclusive of physical and general care and basic classroom management techniques.</li><li>• The role includes working with specifically allocated departments as directed by the Line Manager.</li></ul>
<b>The Role</b>	<p>The role of the Cover Supervisor covers for short-term absences of a teacher. These might be known in advance (for example, where a teacher has a medical appointment or is undergoing professional development) or unexpected (for example, absence due to illness).</p> <p><b>On a daily basis, cover supervision includes:</b></p> <ul style="list-style-type: none"><li>• Supervising work that has been set in accordance with the school policy;</li><li>• Managing the behaviour of students whilst they are undertaking this work to ensure a constructive learning environment;</li><li>• Responding to any questions from students about processes and procedures;</li><li>• Dealing with any immediate problems or emergencies according to the school's policies and procedures;</li><li>• Collecting any completed work after the lesson and returning it to the appropriate teacher;</li><li>• Reporting back as appropriate using the school's agreed referral procedures on the behaviour of students during the class, and any issues arising.</li></ul> <p><b>Routine Duties:</b></p> <ul style="list-style-type: none"><li>• To attend inset and meetings aimed at Teaching Staff</li><li>• To work closely with classroom teachers</li><li>• To help the students with learning difficulties to access the curriculum as appropriate</li><li>• To work with the special needs students individually or in small groups</li></ul>
<b>Reporting to</b>	Cover Manager
<b>Salary Scale</b>	Scale 7-11
<b>Working Time</b>	37 hours per week/Term Time plus INSET Days

<b>Support for students when supervising classes in the absence of the teacher</b>	<ul style="list-style-type: none"> <li>• To register and record student attendance.</li> <li>• To instruct students regarding the work left by their teacher.</li> <li>• To provide students with the necessary resources for their learning.</li> <li>• To enable orderly entrance and exit of classrooms.</li> <li>• To promote the inclusion and acceptance of all students within the classroom.</li> <li>• To create a calm and purposeful environment in which students can complete work set by the classroom teacher and engender high expectations.</li> <li>• To follow the school's systems and procedures on behaviour management.</li> <li>• To report back as appropriate, using the school's referral procedures, on the behaviour of students during the class and any issues arising.</li> <li>• To manage resources effectively and ensure classrooms are left tidy and ready for the next lesson.</li> <li>• To collect any completed work after the lesson and return it to the appropriate teacher.</li> <li>• To liaise with teachers about cover work.</li> <li>• To be aware of particular students' specific needs.</li> <li>• To support students in using basic ICT as directed.</li> <li>• To ensure students conform to the school code of conduct in dress, behaviour and work.</li> </ul>
<b>Support for the School</b>	<ul style="list-style-type: none"> <li>• To provide support for the curriculum when supervising classes in the absence of a teacher.</li> <li>• To be aware of, and comply with, policies and procedures relating to inclusion, child protection, assertive discipline, health, safety and security, equal opportunities, SEN, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>• To contribute to the overall ethos/work/aims of the school.</li> <li>• To attend and participate in regular meetings, including staff meetings.</li> <li>• To participate in training, learning activities and an annual performance review as required.</li> <li>• To recognise own strengths and areas of expertise and use these to advise and support others.</li> <li>• To supervise students on visits, trips and out-of-school activities as required.</li> <li>• To provide clerical/admin support as required.</li> </ul>

*The above requirements are specific to the role and complement the current duties for this position. It is current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job that are commensurate with the salary and job title.*

## **Person Specification - Cover Supervisor**

<b>Personal Qualities</b>	
<ul style="list-style-type: none"> <li>• Ability to work effectively within a team environment, understanding classroom roles and responsibilities</li> </ul>	E
<ul style="list-style-type: none"> <li>• Ability to build effective working relationships with all students and colleagues</li> </ul>	E
<ul style="list-style-type: none"> <li>• Ability to promote a positive ethos and role model positive attributes</li> </ul>	E
<ul style="list-style-type: none"> <li>• Good personal numeracy and literacy skills</li> </ul>	E
<ul style="list-style-type: none"> <li>• Awareness and basic understanding of school curriculum (with specified age range or subject area)</li> </ul>	E

<ul style="list-style-type: none"> <li>• Basic awareness of inclusion, especially within a school setting</li> </ul>	D
<ul style="list-style-type: none"> <li>• Understanding of basic technology – computer, video, photocopier (preferably within an educational setting)</li> </ul>	D
<ul style="list-style-type: none"> <li>• Requirement to complete DfE Teacher Assistant Induction Programme</li> </ul>	E
<ul style="list-style-type: none"> <li>• Willingness to participate in relevant training and development opportunities</li> </ul>	E
<ul style="list-style-type: none"> <li>• Willingness to undertake appointed person certificate in first aid administration</li> </ul>	D
<b>Must be able to demonstrate</b>	
<ul style="list-style-type: none"> <li>• High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements</li> </ul>	E
<ul style="list-style-type: none"> <li>• Ability to build and maintain successful relationships with students, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners</li> </ul>	E
<ul style="list-style-type: none"> <li>• Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice</li> </ul>	E
<ul style="list-style-type: none"> <li>• Able to liaise sensitively and effectively with parents and carers, recognising role in students' learning</li> </ul>	E
<ul style="list-style-type: none"> <li>• Able to improve their own practice through observations, evaluation and discussion with colleagues</li> </ul>	E
<b>Essential Requirements</b>	
<i>*Following an initial offer of appointment</i>	
<ul style="list-style-type: none"> <li>• Positive recommendation from all referees, including current employer.</li> </ul>	E
<ul style="list-style-type: none"> <li>• Enhanced DBS</li> </ul>	E
<ul style="list-style-type: none"> <li>• Medical clearance*</li> </ul>	E