



# Cover Supervisor



Dear Applicant,

Thank you for your interest in the Cover Supervisor position at Tarleton Academy.

The Endeavour Learning Trust board and I are delighted to provide the enclosed information about our School. I hope you find it helpful and on behalf of the whole school community, I would like to take this opportunity to extend a very warm welcome.

Endeavour Learning Trust is a growing Trust in the North West, currently spanning South Ribble, West Lancashire and North Sefton. In our family of schools at this point in our growth, we have four secondary schools and five primary schools formally in the Trust.

Our Trust is a mix of good schools and schools which have been in challenging circumstances. Where there has been work to be done, the impact has been rapid and significant. We are committed to growing our Trust further and we are strengthening our central team to ensure we have the capacity to continue to support where we are needed most. All of our schools and our staff provide us with rich opportunities to learn from and with each other.

We strive to ensure that our family ethos is tangible; that we work as a team; that we want the best for everyone. We are also staunch in our commitment to working in a way which protects the wellbeing of our staff; our commitment to reducing workload is non-negotiable. We seek to thrive; individually, collectively, in our classrooms, staffrooms, schools, our central team and across the Trust.

We hope the enclosed information will give you good insight into our School & Trust.

We look forward to viewing your application.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'DCL', with a stylized flourish at the end.

David Clayton  
Chief Executive



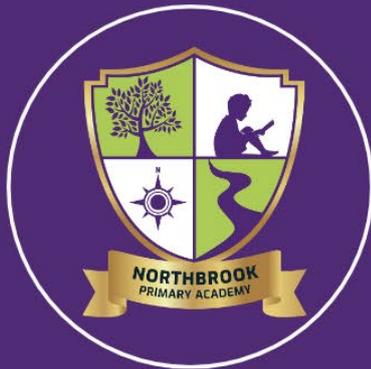
**BURSCOUGH  
PRIORY ACADEMY**



**BRINDLE GREGSON  
LANE PRIMARY**



**CHURCHTOWN  
PRIMARY SCHOOL**



**NORTHBROOK  
PRIMARY ACADEMY**



**TARLETON  
ACADEMY**



**LINAKER PRIMARY  
SCHOOL**



**ENDEAVOUR  
COMMUNITY**



**WELLFIELD  
ACADEMY**



**ORMSKIRK  
SCHOOL**

# Endeavour Learning Trust's Mission and Values

## **We will serve our communities to ensure that every child realises their potential**

We pledge that our schools will be transformational places of academic excellence that offer a true richness of experience, providing all children with the same opportunities to flourish and develop their unique skills, qualities and talents.

We will work collaboratively with our colleagues, parents and carers and our partners to remove any barriers that place limitations on our children, creating schools that are happy and harmonious places at the centre of their community.

## **Our Values**

### **Individuality**

We are firmly committed to recognising, celebrating and investing in the individuality of all of our children and young people, each of our colleagues and the distinct ethos and identity of each of our schools, whilst remaining united by our core values. We don't believe in a "one size fits all" approach, and will adapt our provision to meet individual needs.

### **People centred**

Our work is driven by our responsibility to every individual within our Trust community. Every person deserves to be treated with respect, dignity and kindness. We demonstrate empathy and humility in our approach, ensuring that our Trust provides an environment where every individual feels confident to be their true authentic self.

### **Belonging**

Equity of opportunity is central to our practice and we will be relentless in our endeavour to identify and remove barriers that prevent full inclusion. Our culture extends beyond tolerance to one where difference is embraced and every individual is valued and celebrated for their unique contribution to our community. Every individual is a full member in our community.

### **Transformation**

We believe in the promise of each individual across the Trust and will ensure we inspire, support and challenge in proportionate measure, so that we all thrive and are able to achieve our own individual successes. We are bold in our approach, stretching perceived boundaries, to go further for our children, colleagues and communities. We continually develop our approach to respond to changes in the communities we operate within to support every child, colleague and partners to realise their potential.

### **Togetherness**

We are a proud family of schools bonded by our Trust vision, priorities and values. We work as one team in school, across our Trust and with our wider partners for the benefit of the communities we serve. Our collaborative approach inspires us to be bold and brings us together in ways that help us to make a difference. We are better together.

Dear Applicant,

Thank you for your interest in the Cover Supervisor position at Tarleton Academy, part of the Endeavour Learning Trust.

At Tarleton Academy, our vision of "Igniting Excellence and Empowering Individuality" is at the heart of everything we do. We are committed to fostering a culture of high aspiration, where every student is encouraged to achieve their full potential and every staff member is supported to excel in their role.

We take immense pride in the significant progress we have made since our new leadership team established itself in 2024 and we remain dedicated to delivering the very best for every student. At the same time, we are unwavering in our commitment to achieving excellence in a way that prioritises the wellbeing of both our staff and students. Our ambition is to thrive—individually and collectively—within our classrooms, staffrooms, schools, and across the Trust as a whole.

We are proud to benefit from our state-of-the-art building, which serves as a central hub for leisure and learning within the local community. Our modern facilities provide an exceptional environment for both students and staff, ensuring that teachers have well equipped classrooms designed to support high-quality teaching.

I often describe Tarleton as an exciting place to be, and that has never been truer than it is today. Every day, we take meaningful steps to enhance the school experience for our 700+ students, ensuring they receive the very best in education and personal development. The #TeamTarleton motto is embedded in everything we do, creating an environment where both students and staff feel valued, supported, and inspired to succeed.

We hope the enclosed information about the role will encourage you to apply.

Yours faithfully,

Mr S Parker

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

Headteacher

## Cover Supervisor

**Part time, Permanent & Term time only**

**Grade 7 SCP 19-25**

**FTE £31,067 - £35,235**

**Pro Rata £23,681.19 - £26,858.30**

Do you enjoy working in a school environment and inspiring young minds? Are you positive, proactive, adaptable, and equipped with strong interpersonal skills? Do you thrive on variety, value experiences across different subjects, and are passionate about helping all young people engage in their learning journey. If so, read on!

Tarleton Academy is seeking a committed and dynamic individual to join our team as a Cover Supervisor—a new and pivotal role within our school. As our dedicated Cover Supervisor, you will provide effective classroom supervision during teacher absences, ensuring students remain engaged with their learning and continue to achieve success. This is a fantastic opportunity to become a vital part of our staff team and make a meaningful impact on students' educational journeys.

In addition to supervising lessons, you will play an important role in maintaining the high standards of our school, contributing to the overall smooth operation of the academy. This includes assisting with other duties as required to support staff and students.

Our School can offer you:

- A truly supportive and encouraging team of dedicated staff
- A fantastic Local Government Pension Scheme – 18% employer contribution!
- Free on-site parking
- Brand new school build completed with state-of-the-art facilities
- 24/7 access to employee wellbeing package
- Encouragement of further and continued professional development
- Full and continued support from specialist staff within central Trust team
- Term time only employment which supports long holidays
- 50% off Endeavour Children's Holiday Camp
- Access to a Blue Light Card with thousands of discounts and savings on big brands!

## ROLE DETAILS

This post is part time (32.5 hours), permanent and term time only plus one week. Working hours are Monday to Friday 8:15am-3:15pm.

## HOW TO APPLY

Please complete our online application form in full, along with a personal statement to support your application and outline the relevant experience you can bring to Endeavour Learning Trust.

Applications should be submitted by 9am on Friday 20<sup>th</sup> March 2026

Interviews are to be held week commencing Monday 23<sup>rd</sup> March 2026

If you require any further information please contact our central team at [vacancies@endeavourlearning.org](mailto:vacancies@endeavourlearning.org)

## SAFEGUARDING

Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

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



## JOB DESCRIPTION

### Job Purpose

To supervise students in the absence of a teacher to enable them to continue their learning by carrying out a pre-prepared exercise under supervision.

### Main Activities

- To supervise work that has been set in accordance with the school policy
- To manage the behaviour of students whilst they are undertaking the work to ensure a constructive environment in accordance with the school's Behaviour Policy.
- To respond to any questions from students about process and procedures
- To deal with any immediate problems or emergencies according to the school's policies and procedures
- To collect any completed work after the lesson and returning it to the appropriate teacher
- To report back as appropriate using the school's agreed referral procedures on the progress of students during the class and any issues arising.
- To access the school's Management Information System in accordance with the school's Behaviour Policy, including the input of data relating to behaviour of students
- To undertake registration of classes at the beginning of every session.
- To take account of information provided of individual needs and reasonable adjustments for students (e.g. SEND/vulnerable within lesson)

### Other Duties

- To work within school policies and procedures.
- To contribute to the provision of an effective environment for learning.
- To support the promotion of positive relationships.
- To attend skill training and participate in personal/performance development as required.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues.

<b>Personal Attributes required (on the basis of the job description)</b>	<b>Essential (E) OR Desirable (D)</b>	<b>Identified by: Application Form (AF), Interview (I), Test (T) or other</b>
<b>QUALIFICATIONS AND TRAINING</b>		
The successful candidate will have:		
Relevant NVQ at Levels 3 or 4	D	AF
CPD training in Behaviour Management	D	AF
CPD training in support of children with additional needs	D	AF
<b>EXPERIENCE</b>		
The successful candidate will have:		
Experience in working in a school environment.	D	AF/I
Mentoring/Coaching experience	D	AF/I
<b>SKILLS AND ATTRIBUTES</b>		
The successful candidate will be able to:		
Able to create an effective, engaging learning environment for all students	E	AF/I
Able to work with and champion vulnerable children to achieve positive outcomes	E	AF/I
Able to demonstrate openness, perseverance and humour	D	AF/I
Able to promote high standards of behaviour and a good working ethos	E	AF/I
Able to plan, organise and prioritise own work schedule	E	AF/I
Able to clarify and explain instructions to students	E	AF/I
Able to communicate effectively with students, colleagues and parents	E	AF/I
Able to think through and implement strategies to enhance support of students with additional needs	D	AF/I
Able to maintain records and confidentiality	E	AF/I
<b>PERSONAL QUALITIES AND ATTRIBUTES</b>		
The successful candidate will have:		
Proven positive SEND support skills and behaviour management skills	E	AF/I
High aspirations and the belief that all students can achieve success	E	AF/I
Self-motivation, concentration and ability to stay calm under pressure	E	AF/I
Able to reflect objectively on own performance	E	AF/I
Good communication, planning and organisational skills	E	AF/I
Act as a positive role model to staff and students, demonstrating a 'can-do' attitude	E	AF/I
The ability to work as both part of a team and independently but able to defer when appropriate	E	AF/I
Effective team member who uses initiative effectively but able to take advice when appropriate	D	AF/I
Commitment and understanding of equal opportunities	E	AF/I
Commitment to continuing professional development	D	AF/I

The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the Safeguarding and Child protection policy	E	AF/I
<b>OTHER</b>		
Commitment to comply with and adhere to the document 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'	E	I
Commitment to comply with and adhere to the document 'Guidance for Conduct'	E	I
Commitment to undertake further ongoing training and professional development	E	I
Commitment to gain clearance through the Disclosure and Barring Service - (Clearance is required before confirmation of appointment)	E	AF/I