

Candidate application pack



**Colne Park
High School**

Cover Supervisor

A message from the headteacher



Colne Park High School is a happy and successful community where every student is recognised as an individual and where we all aim to be the best we can be.

We believe that every child has talents and strengths and that they can experience success as they develop into young adults through the supportive and caring environment we provide.

We are proud of the reputation Colne Park High School has earned within the local community for providing a nurturing ethos in which our children can thrive. We are driven by an unassuming yet unwavering determination that no child in our school will be left behind.

The School is first and foremost a place of learning where students feel safe and enjoy their educational journey. Learning is at the centre of everything we do both in and out of the classroom and with so many opportunities at Park we feel your child will grow and flourish with the Park family.

At Colne Park High School we respect the traditional values of hard work, good manners, and self-discipline, whilst also preparing our students for their future lives in an ever changing world. We benefit from a dedicated and well qualified staff who bring 21st century learning alive for each individual.

We pride ourselves on our family atmosphere, the fact that students feel safe and cared for and that, by surveying our pupils, we know that they continue to feel supported.

Cathy Eulert
Headteacher

A message from the **Chief Executive**



I am both proud and excited to have been given the opportunity to lead the Trust in this next stage of its development, and to work with other school and trust leaders locally to ensure the very best education for young people in Craven, Pendle and across the wider region.

Apex Collaborative Trust is a vibrant, cross phase multi academy trust formed by the merger of the Pennine Trust and South Craven Academy Trust.

Our trust consists of 2 secondary schools and 3 primary schools. South Craven School also has a large sixth form. We are delighted that Pendle Vale College, in Nelson, will be an associate member of the trust and has indicated an intention to join fully within the next 12 months.

John Tarbox
Chief Executive Officer

Apex Collaborative Trust

Apex Collaborative Trust is a values-led organisation. Our core values of Ambition, Collaboration and Trust are fundamental to our approach and shape our culture. We believe establishing a strong culture is the most important ingredient for our success, so that we create an ideal environment for learning where all members of our trust community can flourish. We are also committed to providing fantastic opportunities for our young people, so that they can fulfil their aspirations now and in the future.

Ambition

Inspiring excellence & growth

- We set high expectations for our students, staff, and leadership.
- We challenge the status quo, encouraging innovation and creativity in education.
- We believe in potential empowering individuals to reach new heights in their learning and careers.
- We celebrate success, recognising achievements at every level.

In Action: We provide cutting-edge professional development, encourage students to dream bigger, and support schools in raising academic and personal aspirations.

Collaboration

Stronger together

- We share best practices, creating a network where knowledge flows freely.
- We support and challenge each other, working together to find solutions.
- We listen and respect diverse perspectives, ensuring every voice matters.
- We value teamwork, building relationships that foster trust and openness.

In Action: Schools under the trust work as partners, not competitors, pooling resources and expertise to deliver the best education possible.

Trust

Integrity, transparency, & accountability

- We do what we say we will do, building confidence in our leadership.
- We communicate openly and honestly, ensuring transparency in decision-making.
- We hold ourselves accountable, measuring success by our impact.
- We foster a culture of psychological safety, where staff and students can thrive without fear of failure.

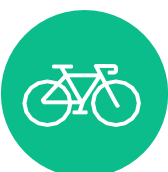
In Action: We ensure clear communication with parents, staff, and students, always acting with honesty, fairness, and responsibility.

Our trust and our schools must be rooted in our community. Many local families have an association with our schools across many years and even generations. Deep relationships help us to develop knowledge and understanding of the community and to form effective partnerships with other institutions. These partnerships support holistic development of young people.

Staff benefits

All non-teaching employees will be enrolled into the Local government Pension Scheme which:

- is a secure pension that will keep up with the cost of living,
- provides life cover for your family and loved ones in the event of your death
- provides tax relief on any contributions deducted from your salary
- offers the option to decrease or increase your pension contributions
- offers the option to transfer in any previous pensions you hold within 12 months of joining.



**Bike 2 work
scheme**



**CPD
opportunities**



**Employee
assistance
programme**



**Local
discounts**



**Occupational
health support**

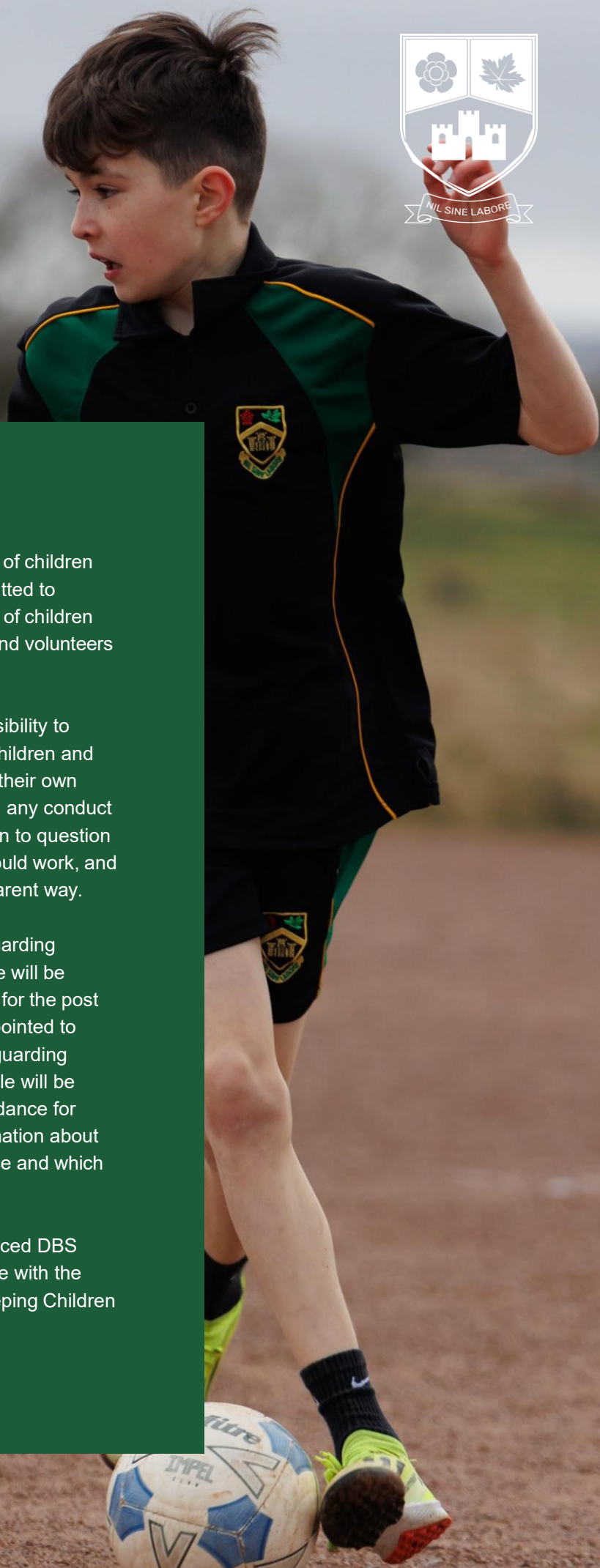
Safeguarding statement

At Apex Collaborative Trust, the welfare of children is paramount and all schools are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

All staff will be expected to take responsibility to safeguard and promote 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. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

All post holders are subject to an enhanced DBS check. Our policy and practice are in line with the current Department for Education's 'Keeping Children Safe in Education' statutory guidance.



Cover Supervisor

Salary Range:	Grade 6 (SCP11-19) £20,455 - £23,303 Annually (Actual)
Contract Type:	Permanent
Contract Term:	30 hours p/w. Term time plus 1 week
Start Date:	As soon as possible
Closing Date:	Noon on Wednesday 16th September 2026



We are seeking to appoint an experienced and enthusiastic Cover Supervisor with an outstanding track record, to provide short-term cover for absent teaching staff.

Apex Collaborative Trust

Apex Collaborative Trust offers:

- A **strong culture driven by values**, where **Ambition, Collaboration and Trust** are at the heart of everything we do.
- A **supportive Central Trust team** committed to improving outcomes for all children through meaningful **collaboration**.
- Access to **cutting-edge professional development opportunities** to help you grow.

Why Choose Park High School

- An ambitious, happy and vibrant place to work with a family of supporting colleagues who are committed to promoting a warm and friendly atmosphere.
- A strong team of staff who work together with a common goal

The ideal candidate will:

- **Align with our culture and values**, contributing positively to our team dynamic.
- **Demonstrate strong written, numerical, and verbal communication skills**, with the ability to convey information clearly and effectively.
- **Be an experienced professional** with a strong track record of success.
- **Have in depth knowledge of school data and Management Information Systems (MIS)**, to understand and monitor compliance across all areas of school
- **Exhibit exceptional organisational skills**, with a keen eye for detail and a commitment to accuracy.
- **Be self-motivated and proactive**, showing initiative and a strong sense of ownership in their work.



Job Description

POST:	Cover Supervisor Job Description
GRADE:	Grade 6 (SCP11-19) (SCP11 £20,455 – SCP 19 £23,303 actual pro-rata)
CONTRACT TYPE:	Permanent
HOURS PER WEEK:	30 Hours per week
WORKING WEEKS:	Term time plus one week (39 weeks)
RESPONSIBLE TO:	Operations Manager / Headteacher
JOB PURPOSE:	To provide short term cover for absent teaching staff, allocating pre-prepared work, keeping pupils on task and managing the behaviour of pupils during class. To deliver aspects of the school's intervention programmes.
JOB CONTEXT:	Cover duties are only to be used for short term absence. Short-term absences occur when individuals have a number of absences in relative short spells of time. Longer term absence (maternity leave, long term sick leave) will be covered by a teacher. The Trust is committed to safeguarding and promoting the welfare of our pupils and young people. We have robust Child Protection and Safeguarding Policies, and all staff will receive training relevant to their role at induction and throughout employment and we expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Supporting Learning & Development	• Supervise pre-prepared activities and self-directed learning in the absence of the teacher to enable continuity of learning • Provide support and encouragement to pupils, and manage classroom organisation during the cover lesson • Manage the behaviour of pupils through the implementation of the school behaviour policy and practices, and encourage pupils to take responsibility for their own behaviour • Collect any completed work at the end of the lesson and return it to the appropriate person • Undertake lunch duties to support the behaviour and welfare of pupils over lunchtime
Communication	• Establish rapport and respectful, trusting relationships and communicate effectively with pupils • Communicate pupils' work as set out by the classroom teacher • Report back as appropriate using agreed referral procedure on the behaviour of the class
Sharing Information	• Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality • Provide feedback to teachers and other professionals as required • Participate in staff meetings
Safeguarding and Promoting the Welfare of	• To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate

Children & Young People	• Assist pupils with personal hygiene, first aid and welfare, including physical and medical needs, whilst encouraging independence
Administration / other	• Prepare the classroom/ resources for lessons, ensuring that resources are cleared away at the end • Undertake administration and any other duties that might be reasonably required commensurate with the grade of the post • Supervise pupils and provide access arrangements for pupils sitting internal and external examinations ensuring that examinations comply with Examination Board Regulations • Participate in the school's procedures for performance management, training and other learning activities
Data Protection	• To comply with the Trust's policies and supporting documentation in relation to GDPR, Data Protection, Information Security and Confidentiality
Health and Safety	• Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure • To work with colleagues and others to maintain health, safety and welfare within the working environment
Equalities	• Promote inclusion and acceptance of all pupils • Within own area of responsibility work in accordance with the aims of the equality Statement, treating individuals with respect for their diversity, culture and values
Flexibility	• Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation.
Customer Service	• The Apex Trust requires that all employees offer the best level of service to customers and behave in a way that inspires excellence and enthuse confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. • The Apex Trust requires a commitment to its mission, vision and values and to always have due regard to equality, diversity, dignity and respect.

Person Specification

Person Specification Role: Cover Supervisor			
	Essential	Desirable	How measured
Qualifications	5 GCSE's grades A-C (or equivalent), including Maths and English - Level 3 qualification and/or A level qualifications	- Level 3 qualification and/or A level qualifications - Cover supervisor / TA3 qualification	A/C A/C
Experience	- Experience of working within young people in a secondary educational setting - Experience and suitability to work in classroom settings, manage pupils and support the learning process - Experience of dealing with challenging behaviour	Previous experience as a Cover Supervisor	A / R A/R/I A/R/I
Attributes	- Ambitious and reflective of own strengths and areas for development - Respectful of others - Collaborative with school and wider community - Resilient - Shows initiative - Ability to work successfully in a team - Maintains confidentiality - A good attendance and punctuality record - Ability to form and maintain appropriate relationships and personal boundaries with children and young people - Motivation to work with children and young people		R/I I/R I/R I/R I/R I/R I/R A/I/R I/R
Knowledge & Skills	- Good communication skills, both written and verbal. - Ability to use ICT as part of the learning process - Ability to communicate effectively with all children, young people, families and carers - Ability to engage and support students to do classwork	- Understanding of classroom roles and responsibilities - Working knowledge of relevant policies and legislation e.g. child protection and health & safety - Knowledge of effective behaviour management techniques	A/I/R I/R I/R I/R
Key A – Application R – Reference I – Interview C – Certificate			

How to Apply

If you share our core values and meet the criteria for the role, please apply by following the process below.

Follow the link to complete an application form:
<https://mynewterm.com/jobs/146228/EDV-2026-CPHS-43028>

- In your personal statement, please include how your skills and experiences have prepared you for this post. Please pay particular attention to the job description and person specification whilst completing this section with a focus on your suitability for the post gained from past experiences.

**Closing date for applications is noon on:
Wednesday 16th September 2026**

CVs will not be accepted. It is standard practice in the education sector to seek references for shortlisted candidates prior to interview.

The Apex Collaborative Trust is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Criminal Records Bureau disclosure. Our policy and practice is in line with the Department for Education's 'Keeping Children Safe in Education' Guidance'.





Colne Park High School, Park High School,
Venables Avenue, Colne, BB8 7DP
01282 865200