



# BIRKDALE HIGH SCHOOL

Southport  
Learning  
Trust



## RECRUITMENT PACK

**COVER SUPERVISOR**

NIHIL NISI BONUM



# ABOUT US

As the only 11-16 all-boys academy in Sefton, Birkdale High School aims to be a beacon for outstanding practice in the education of boys and be the school of choice for all boys in the Southport community and beyond. We passionately believe that a single-sex setting at this particular stage of a boy's education is the ideal environment for them to grow in confidence, close the attainment gap with girls and develop their love of learning. Our boys are able to mature at their own pace, supported and challenged by staff who are experts in teaching boys, and surrounded by peers to whom they can closely relate.

Our vision is driven by the strong moral imperative that it is our mission to provide all our boys with a first class education, outstanding outcomes and better life chances. We seek to challenge stereotypes, we are ambitious for every boy we teach and we want to see a society that benefits from the contributions of our well-educated, well-rounded and empowered young men.

We believe that every child, regardless of their background, should be able to fulfil their academic potential and go on to thrive amongst the demands and expectations of life in modern Britain and beyond. The school's motto is "Aspire – Thrive – Succeed" and underpins its ethos and approach.

We aim to engage, support, stretch and challenge all boys by providing them with a range of exciting opportunities; a varied and purposeful curriculum and a strong set of core values, demanding of all its students the highest standards in all they undertake whilst supporting them in the fulfilment of their personal and academic potential.

We are proud of our academic achievements and the examinations success of our boys over the years. These achievements would not be possible without our talented and dedicated staff, who work tirelessly to engage and challenge each and every student, or without the hard work of the boys and the support of their parents and carers.

We also have a sporting record that is second to none amongst the local schools, whether on the track, the field or the court. We regularly top the local league tables and enjoy success at regional and national level too.

We strive to be an inclusive school, an outward facing centre of academic, professional and personal achievement, prepared to lead, learn from and collaborate with all available partners in the pursuit of excellence for our pupils and staff.

You would be joining the Southport Learning Trust, a family of eight schools which includes six secondary schools and two primary schools in the locality where you would gain support from a wider group of senior leaders. Schools in our Trust include Birkdale High School, Bedford Primary School, Greenbank High School, Kew Woods Primary School, Maghull High School, Meols Cop High School, Range High School and Stanley High School. Being part of a Trust would give you the opportunity to share and be involved in developing practice across multiple schools. You would benefit from an excellent Employee Assistance Programme and a commitment to your well-being and professional development. Please see separate document in relation to well-being.

Interested applicants are strongly encouraged to visit us, meet our team and most importantly, get to know our incredible students. To organise a tour ahead of application, please contact the PA to the leadership team, Karen Anslow on [kanslow@birkdalehigh.co.uk](mailto:kanslow@birkdalehigh.co.uk)

**Gareth Banks**  
Headteacher





# APPLICATIONS

**CONTRACT:** FULL TIME - PERMANENT

**CLOSING DATE:** THURSDAY 19 JUNE 2025

**INTERVIEW DATE:** THURSDAY 26 JUNE 2025

**SALARY:** BAND E 7-11 (£25,584 - £27,269 per annum)

**START DATE:** SEPTEMBER 2025

**PLEASE SEND APPLICATIONS TO [RECRUITMENT@BIRKDALEHIGH.CO.UK](mailto:RECRUITMENT@BIRKDALEHIGH.CO.UK)**

***CVs will not be considered***

Appointments are subject to the successful candidate obtaining a satisfactory Enhanced Disclosure (via the Disclosure Barring Service).

Along with the application form, please provide a supporting statement of no more than **1000 words** that illustrates your suitability for the job, referencing the job description, person specification and your relevant experience.

Further details and an application form can be downloaded from [www.birkdalehigh.co.uk](http://www.birkdalehigh.co.uk) or obtained from Ms Karen Anslow at the school.

**Southport Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check. At least one member of our recruitment team for this post is Safer Recruitment trained and we adhere to Southport Learning Trust's Recruitment and Selection Policy for Employees and Volunteers.**

We are proud to have an organisational culture where employees with varying perspectives, skills, life experiences and backgrounds – the best and brightest minds – can work together to achieve excellence and realise individual and organisational potential.



# PERSON SPECIFICATION

*COVER SUPERVISOR*

*E = Essential; D = Desirable*

*L - Supporting Letter, I - Interview, A - Application Form*

| Specification                       |   | Evidence   |
|-------------------------------------|---|--|
| <b>Ethos</b>                        | <ul style="list-style-type: none"> <li>Support for the aims and objectives of Birkdale High School</li> <li>A commitment to support the school's safeguarding agenda</li> <li>A commitment to work and liaise with members of the school community</li> </ul>   | All Essential - <i>L &amp; I</i>   |
| <b>Qualifications/<br/>Training</b> | <ul style="list-style-type: none"> <li>English at Level 2 (GCSE equivalent or above)</li> <li>Mathematics at Level 2 (GCSE equivalent or above)</li> <li>Willingness to participate in relevant training and development opportunities</li> <li>Qualified Teacher Status</li> <li>Willingness to undertake certificate in First Aid administration</li> </ul>   | E - A<br><br>E - A<br><br>E - A<br><br>D - A<br><br>E - A & I  |
| <b>Experience</b>                   | <ul style="list-style-type: none"> <li>Experience of working with and/or caring for children</li> <li>Experience of working in a school context</li> </ul>  | <i>D - A &amp; I</i><br><br><i>D - A &amp; I</i>   |
| <b>Knowledge and Skills</b>         | <ul style="list-style-type: none"> <li>Awareness and basic understanding of school curriculum</li> <li>Ability to help students in the learning and support process</li> <li>Awareness of inclusion principles, especially within a school setting</li> <li>Understanding of basic technology – computer, photocopier</li> <li>To have high expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements</li> <li>Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners</li> <li>Demonstrate and promote the positive values, attitudes and behaviour to the pupils with whom they work</li> <li>Ability to work collaboratively with colleagues and carry out their role effectively, knowing when to seek help and advice</li> <li>Ability to liaise sensitively and effectively with parents and carers, recognising their role in pupils' learning</li> <li>Ability to improve their own practice through observations, evaluation and discussion with colleagues</li> <li>A commitment to providing extra-curricular activities</li> <li>A commitment to safeguarding and the pastoral care and personal development of students</li> <li>Willing to assist in personal care for a pupil with cerebral palsy (help with shoe laces, buttons and fine motor skills in subjects such as cookery)</li> </ul> | <i>D - L &amp; I</i><br><i>E - L &amp; I</i><br><i>E - L &amp; I</i><br><i>E - L</i><br><br><i>E - L &amp; I</i><br><br><i>E - L &amp; I</i><br><br><i>E - L &amp; I</i><br><br><i>E - L &amp; I</i><br><br><i>E - L &amp; I</i><br><br>E - L & I<br>E - L & I<br><br>E - L & I<br><br>E - L & I |

# JOB DESCRIPTION

## *Cover Supervisor*

|                                 |   |
|---------------------------------|---|
| <b>Main Purpose</b>             | <p>The successful candidate will work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individual groups, in or out of the classroom.</p> <p>Staff may also supervise whole classes occasionally during the short-term absence of teachers, limited to a maximum of 3 consecutive days for any one absence. The primary focus will be to maintain good order and to keep pupils on task.</p> <p>Cover Supervisors will need to respond to questions and generally assist pupils to undertake set activities. Marking and assessment activities are limited to those where answers are predetermined and no element of professional judgement is required.</p>   |
| <b>General Responsibilities</b> | <ul style="list-style-type: none"><li>• To cover classes at Key Stage 3 and Key Stage 4.</li><li>• To run and supervise enrichment activities.</li><li>• To use specialist (curricular/learning) skills/training/experience to support pupils' learning.</li><li>• To establish productive working relationships with pupils, acting as a role model and setting high expectations.</li><li>• To promote the inclusion and acceptance of all pupils within the classroom.</li><li>• To support pupils consistently whilst recognising and responding to their individual needs.</li><li>• To encourage pupils to interact and work co-operatively with others and engage all pupils in activities.</li><li>• To promote independence and employ strategies to recognise and reward achievement of self-reliance.</li><li>• To provide feedback to pupils in relation to progress and achievement.</li><li>• To work with the teacher to establish an appropriate learning environment.</li><li>• To monitor and evaluate pupil responses to learning activities.</li><li>• To provide objective and accurate feedback and reports as required to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.</li><li>• To be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.</li><li>• To develop positive relationships with students and families who are experiencing difficulties impacting on their success in school.</li><li>• To promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.</li><li>• To liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents.</li><li>• To administer and assess routine tests which have predetermined answers and involve no element of professional judgement or assessment. Invigilate exams/tests.</li><li>• To implement agreed learning activities/programmes, adjusting activities according to pupil response/needs.</li><li>• To recognise own strengths and areas of expertise and use these to advise and support others.</li><li>• To attend and participate in regular meetings, training and other learning activities as required.</li><li>• To supervise pupils on visits, trips and out of school hours learning activities as required which fall within the remit and hours of the post.</li><li>• To ensure promotion and support of Equal Opportunities and Health &amp; Safety</li></ul> |

# JOB DESCRIPTION

## *Cover Supervisor*

|                                   |  |
|-----------------------------------|--|
| <b>Support for Pupils</b>         | <ul style="list-style-type: none"><li>• To help pupils to access the curriculum through targeted support.</li><li>• To help students break down potential barriers to academic and personal achievement.</li><li>• To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.</li><li>• To be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.</li></ul>   |
| <b>Support for the Curriculum</b> | <ul style="list-style-type: none"><li>• Prepare and maintain equipment and resources as directed.</li><li>• Assist pupils in the use of appropriate resources within appropriate lesson plan.</li><li>• To attend meetings as directed in the school calendar.</li><li>• To participate in whole staff training and Continuing Professional Development.</li><li>• To attend meetings as directed in the school calendar.</li><li>• To work collaboratively with all colleagues.</li><li>• To encourage cultural, moral and spiritual growth, and the development of civic and social responsibilities amongst students in preparation for life in modern Britain.</li></ul> |
| <b>Other Specific Duties</b>      | <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p>   |
| <b>Date</b>                       | June 2025  |



Windy Harbour Road,  
Southport PR8 3DT



01704 577253



mail@birkdalehigh.co.uk



www.birkdalehigh.co.uk



@birkdale\_high\_school



@BirkdaleHS



@BirkdaleHighSchool



**EMPOWERING OUR COMMUNITIES TO POSITIVELY  
IMPACT THE WORLD**