



**Pendle**  
Education Trust

COVER SUPERVISOR  
**APPLICATION**  
**PACK**

---

# INTRODUCTION

## WHY WORK FOR PENDLE EDUCATION TRUST

This is an exciting time to join Pendle Education Trust. We are developing and always improving the academies within our family to ensure the highest standard of education for our children.

Pendle Education Trust is a family of academies in East Lancashire educating over two thousand children. The Trust is sponsored by Nelson and Colne College. Established in 2013, Pendle Education Trust continues to grow, welcoming new schools to our family. Currently we have five Academies within our family, and we are looking forward to welcoming new additions over the coming months and years:

**Castercliff Primary Academy**

**Casterton Primary Academy**

**Colne Primet Academy**

**Pendle Primary Academy**

**West Craven High School**

Our focus is exceptional leadership and meeting the needs of local families and the community. Through close collaboration with local partners and schools, we strive to deliver an excellent education for children in Pendle and surrounding districts. Our vision is that every child should only be a short walk away from a world class school. We exist to empower, enable and inspire schools to provide an outstanding level of education and support through exceptional leadership, collaboration, innovative thinking and understanding of local needs.

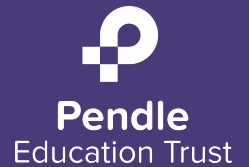
In practice this means that we care passionately about all the children in our academies and believe in the difference our work can make to their lives. We have a fantastic staff of over 280 people across our academies – all dedicated to this single purpose.

We don't apologise for relentlessly driving forward improvements for the benefit of our children and staff and look for ways to collaborate within the Trust and with other schools and academies with like-minded philosophies. There will be considerable opportunities for professional development and there will be coaching and mentoring opportunities. We have strong links with our sponsor, Nelson and Colne College, to develop skills and potential in all Trust staff. We encourage participation in relevant networks and forums with other finance managers working in education.

You will have an excellent benefits package including a final salary pension scheme, a generous holiday entitlement and sociable hours of work. We are a flexible and supportive employer and would consider job share or part-time working applications. Please visit our website for more information about Pendle Education Trust.

# JOIN US

## COLNE PRIMET ACADEMY



Now is a really exciting time to be joining Colne Primet Academy as we go through a period of rapid expansion, both in terms of staff and student numbers and with extensive new building and refurbishment work due to be completed in September 2024.

We currently have 875 students on roll from a diverse range of backgrounds, and the students numbers continue to grow up to our full capacity of 1050 over the next few years. Throughout the school, we have students who speak 23 different languages. Working with such a diverse community brings lots of opportunities for students to learn more about each other and themselves.

By joining the Primet family you will become part of a supportive and ambitious team. The core drive of being part of the Primet staff team is about wanting the best for our students, and to help them overcome any barriers to their success. Our aim here at Colne Primet Academy is to give each and every child the very best educational start in life. At all times, we guide, support and inspire.

We collaborate with our colleagues at West Craven High School as well as the three primary academies in our Trust family and have the support of the Pendle Education Trust core team for functions such as Finance, Facilities, Human Resources, Health and Safety, IT, Marketing and Governance.

We are proud of the positive atmosphere that exists within the Academy. Visitors very often comment on the calm and orderly surroundings and the warm, welcoming and friendly ethos we have created. We believe that high achievement comes as a result of a positive atmosphere, high expectations and mutual respect.

Our core values are based on the Primet Positives: Progressing, Respectful, Inclusive, Motivated, Expressive and Together. These values are embedded in everything we do throughout school, and we are very proud of what Colne Primet Academy stands for in its community – we hope you want to be a part of that too.

Please take the time to read the information in this booklet to find out more about this role and we look forward to receiving your application.



**#PROUDTOBEPRIMET**



**Mrs Julia Pilkington**  
**Principal**

# VACANCY

## COVER SUPERVISOR

|                |                                                                               |
|----------------|-------------------------------------------------------------------------------|
| Salary         | Grade 6, SCP11-19. £25,979 - 29,777 pro-rata. Actual salary £21,966 - £25,178 |
| Role Details   | 37 hours a week (Monday to Friday) Term time + 5 INSET days                   |
| Required       | As soon as possible                                                           |
| Closing Date   | Please apply as soon as possible, and before Monday 8th July                  |
| Interview Date | Arranged and appointed on receipt of suitable applications                    |



An exciting opportunity has arisen, due to growth in student numbers, for a highly motivated and innovative Cover Supervisor to join our team at Pendle Education Trust, based at Colne Primet Academy.

This is a fantastic opportunity for an enthusiastic and determined colleague to join an establishment where they can have a real impact on student aspirations and success.

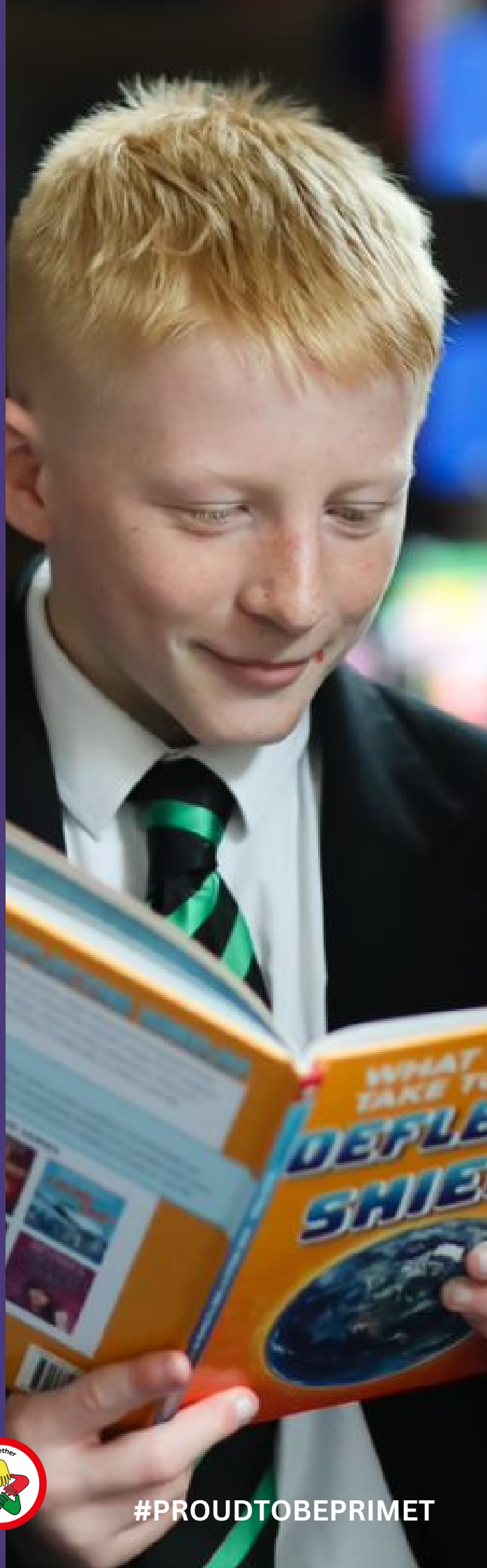
Working collaboratively with teaching and other support staff across the academy, the ideal candidate will be responsible for meeting the needs of all students and be available for covering periods of staff absence. We are looking for someone who promotes and upholds the same high expectations as the Trust and its students. With a focus on sharing good practice, they will be committed to their own continuous professional development, and will engage enthusiastically with our quality processes to ensure that our students receive an outstanding experience.

We welcome all applicants including those looking for flexible working or job sharing opportunities.

### **Apply today!**

To apply for this role, please click on the Apply For Job tab on the right hand side of our careers website –

**[careers.pendleeducationtrust.co.uk](https://careers.pendleeducationtrust.co.uk)** – or download the application form on this website and return to **[hr@pendleeducationtrust.co.uk](mailto:hr@pendleeducationtrust.co.uk)**



**#PROUDTOBEPRIMET**

# JOB DESCRIPTION

## Role Specific

- 1.To supervise the completion of pre-planned work that students can access independently with minimal staff input (not teaching, not new topics)
- 2.To supervise classroom activities, maintain discipline and implement behaviour management controls in accordance with school policy and health and safety
- 3.To collect completed work at the end of each lesson and produce written feedback to the classroom teacher on performance, behaviour and attainment of the students
- 4.To accompany students on trips, visits and other educational activities.
- 5.To undertake a 'duty' as part of the school's duty system (including break and lunch).
- 6.Support the work of classroom teachers when not deployed directly covering a class.
- 7.Support and contribute to the development of an "activity bank" of resources.
- 8.Support and contribute to the creation and maintenance of classroom displays.
- 9.Invigate internal and/or external examinations.
10. To support general school administration when demand for cover is low

## Student Responsibilities

1. Value and support students to achieve their full potential
2. Having high expectations of behaviour and academic achievement for all students
3. Effectively manage the behaviour of students using positive behaviour strategies to ensure learner's engagement in lessons

## Trust Responsibilities

1. Share the Trust's Vision, Mission, Values and Behaviours and communicate them effectively
2. Participate in Staff Review and Professional Development activities, and be actively involved in the Trust's culture of high expectation
3. Value diversity and promote equality
4. Engage in marketing activities and liaison with employers and the wider community in line with Trust strategies
5. Contribute to cross-Trust events
6. Adhere to Trust policies and procedures including Health and Safety
7. Be responsible for safeguarding and promoting the welfare of children and young people
8. Any other duties that the Principal considers appropriate



# PERSON SPECIFICATION

## Qualifications and Attainments

4 x GCSEs at grade C or 4, including Maths and English, or equivalent Level 2 Numeracy and Literacy qualification **Essential**

Level 2 Childcare qualification or equivalent, e.g. CACHE, NVQ L2, NNEB **Desirable**

Level 3 Childcare or Teaching and Learning qualification **Desirable**

Degree **Desirable**

## Knowledge

Experience of working with children in an education or childcare environment **Essential**

Understanding of classroom roles and responsibilities **Essential**

Ability and confidence to assist pupils with basic numeracy and literacy in line with learning strategies and national curriculum **Essential**

Experience of basic administrative tasks **Desirable**

Experienced/trained firstaider **Desirable**

## Skills and Abilities

To be flexible and able to take both a proactive and responsive approach towards the role **Essential**

To be a good communicator and be able to present to a wide range of audiences **Essential**

To promote equality of opportunity throughout all aspects of Academy life **Essential**

To undertake the role with energy, enthusiasm and tenacity **Essential**

## Attitudes and Beliefs

Commitment to excellence **Essential**

Commitment to inclusivity, equality and diversity **Essential**

Commitment to the role of secondary education in developing children's life chances and enabling them to achieve their full potential **Essential**

Commitment to ensuring a healthy and safe environment and the welfare of children and staff **Essential**

Commitment to regular and on-going professional development **Essential**

Commitment to high professional and personal standards of work and conduct **Essential**



# PRE EMPLOYMENT CHECKS

**Please note:** All of our positions are subject to an enhanced DBS check. If there's any reason why this may preclude you from being considered, please contact the Pendle Education Trust team. In line with Keeping Children Safe in Education 2023, an online search will be carried out as part of our due diligence on shortlisted candidates.

CVs are not accepted. If you're interested and would like to submit an application, please complete our online application form via our website [careers.pendleeducationtrust.co.uk](https://careers.pendleeducationtrust.co.uk)

## Equal Opportunities statement

We are an Equal Opportunities employer, welcoming applications from all sections of the community.

## Rehabilitation

The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If successful you will be required to apply to the Disclosure and Barring Service (DBS) for a 'disclosure'. Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at [www.gov.uk/dbs](https://www.gov.uk/dbs) or alternatively a copy is available on request.





**Pendle**  
Education Trust

**Pendle Education Trust**  
**Nelson and Colne College**  
**Scotland Road**  
**Nelson**  
**BB9 7YT**

**Email**

**[hr@pendleeducationtrust.co.uk](mailto:hr@pendleeducationtrust.co.uk)**

**Company Registration Number**  
**08263591**

**Place of Registration**  
**England and Wales**