



**BROUGHTON**  
HIGH SCHOOL  
*Achieving Together*

**APPLICATION PACK**

**FOR**

**COVER SUPERVISOR**

**GRADE 6 SCP 11-19**

**£28,142 - £32,062 pro rata**

**PERMANENT POST**



September 2025

Dear Applicant,

**Cover Supervisor - 31.25 hours per week - term time only**

Broughton is a successful, heavily oversubscribed school. We have a highly experienced staff, supportive parents and well-behaved children who are a delight to teach. Many staff come to Broughton and stay for many, many years because of the 'family atmosphere' and because they genuinely like working here. Standards are exceptionally high.

We are looking to appoint a hard-working, conscientious and reliable person who can make a positive contribution to pupils' learning throughout the school by providing cover supervision for the short-term absence of teachers. Applicants should note that the school's child protection policy and practices comply fully with all local and national guidelines.

Following an Ofsted inspection in September 2022, Broughton was judged an outstanding school in every single category. It is a happy, friendly school in which to work and learn. Our school is situated in a pleasant rural location north of Preston, within easy reach of the motorway network.

Please find enclosed:

- General information about the school
- Post specification
- Person specification

If you feel you have the qualifications and skills, and are interested in this opportunity, please complete the application form, together with a supporting letter of application (maximum two sides) outlining your reasons for applying and how you think you can contribute to our future success.

All **applications** should be received **by 12.00 noon on Friday 26<sup>th</sup> September 2025**. Interviews for the post will be held week commencing 29<sup>th</sup> September 2025. If you have not heard from the school by that date then you should assume that your application has been unsuccessful.

If you wish to arrange an informal visit or discuss any aspects of the post, please contact Mrs Annie Follett, School Business Manager ([folletta@broughtonhigh.co.uk](mailto:folletta@broughtonhigh.co.uk) or tel: 01772 863849).

Yours faithfully,

Mr D Botes  
Headteacher

Headteacher: Mr David Botes

**COVER SUPERVISOR  
POST SPECIFICATION**

**GRADE 6 SCP 11-19**  
**(£28,142 – £32,062 pro rata, subject to pay review)**

**HOURS:** 31.25 hours per week (term time only)  
Monday - Friday 8.30am - 3.15pm - with 30 minute lunch

Main Purposes of the Post:

- » To make a positive contribution to pupils' learning by providing cover supervision for the short-term absence of teacher
- » To provide additional general supervisory cover as required, including before/after school and lunchtime.
- » To provide additional support to class teachers as/when required.
- » To assist with general administrative duties as required.

At all times the postholder will be expected to uphold the school's reputation, high standards and ethos. The postholder must follow all relevant policies and procedures, especially those regarding health and safety, confidentiality, equal opportunities, safer working practices, special educational needs and child protection/safeguarding.

Main Areas of Responsibility:

1. To supervise work that has been set for pupils whose teacher is absent (short term) from the classroom.
2. To explain the work set by the class teacher/HOD to the pupils and to follow all directions given by class teacher.
3. To develop positive relationships with all pupils.
4. To manage the behaviour of all pupils in class and around school.
5. To respond positively to questions from pupils about the work they are undertaking.
6. To deal effectively with any problems or emergencies that may arise according to policies and procedures.
7. To collect any completed work after the lesson and return it to the appropriate teacher.
8. To use all appropriate rewards and sanctions. Complete SIMS referral system if required.
9. To assist in the administration and supervision of tests and exams.
10. To assist in the supervision of pupils on trips and visits.
11. To attend relevant staff training/meetings as appropriate.
12. To undertake administrative duties as directed by appropriate staff.
13. To assist in the delivery of appropriate schemes of work.
14. To assist with early morning break and lunch duties.
15. To support the use of ICT in learning.

The details contained within this job description reflect the content of the job at the date it was prepared. Existing duties may change, without changing the general nature of the post or level of description entailed. Consequently, revisions to the job description will be made at relevant times in consultation with the post holder.

**PERSON SPECIFICATION  
COVER SUPERVISOR**

<b>Personal Attributes required (on the basis of the job description)</b>	<b>Essential (E) or Desirable (D)</b>
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Good GCSEs (or equivalent)</li> <li>• NVQ level 3 (or equivalent)</li> <li>• Level 2 or equivalent qualification in English or Mathematics</li> </ul>	<p>E</p> <p>E</p> <p>E</p>
<b>Experience</b> <ul style="list-style-type: none"> <li>• Of working with children</li> <li>• Of working in a school /educational environment</li> <li>• Of administrative work</li> </ul>	<p>E</p> <p>D</p> <p>D</p>
<b>Knowledge</b> <ul style="list-style-type: none"> <li>• Of classroom roles and responsibilities</li> <li>• Of national curriculum subject(s)</li> <li>• Of numeracy/literacy strategies</li> </ul>	<p>E</p> <p>D</p> <p>D</p>
<b>Skills</b> <ul style="list-style-type: none"> <li>• Interpersonal and communication</li> <li>• Time management</li> <li>• Organisational</li> <li>• ICT</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>• Firm but friendly approach</li> <li>• Approachable</li> <li>• Sense of humour</li> <li>• Flexible attitude to work</li> <li>• Reliable, conscientious, hard-working</li> <li>• Positive, enthusiastic and creative</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>



## GENERAL INFORMATION

Broughton High School is an 11-16 mixed community high school which caters for pupils of all abilities and backgrounds. The school is situated in a very pleasant location on the northern outskirts of Preston and serves an extensive rural and suburban area. It serves the residential districts to the north of Preston including Fulwood, Ingol, Broughton and Barton, and the rural areas around Woodplumpton, Catforth, Goosnargh and Lea.

At the last Ofsted inspection in September 2022, Broughton was judged to be an **outstanding school** in every respect:

The quality of education	Outstanding
Behaviour and attitudes	Outstanding
Personal development	Outstanding
Leadership and management	Outstanding
Overall Effectiveness	Outstanding

There are currently 933 pupils on roll (6 form entry – standard number 180) with 54 teaching and 45 support staff, including 8 learning support assistants. Since opening in 1975, the school has established an excellent reputation within the area and is heavily over-subscribed each year.

Over the years we have invested in all our facilities. All teaching areas are equipped with interactive whiteboards and teachers/pupils have access to a wide range of IT devices. Significant investment has been made to improve classrooms and each department is refurbished as part of a rolling programme to ensure that the very best possible resources are available to provide the best possible learning environment. We are determined to ensure that our staff and pupils have access to first class resources, enabling the best possible teaching and learning to take place.

Our reputation is built upon the traditions of high academic standards, within a caring and supportive environment, in which we place great emphasis on standards of dress, behaviour, attendance and punctuality. We have high standards and expectations and, through a culture of self-evaluation and improvement, we aim to continue to raise our standards and to improve the quality of education for all our pupils.

Broughton undertakes a leading role in the Preston Primary and Secondary Alliance. As such we have been heavily involved in Initial Teacher Training, CPD and School to School support, placing emphasis on collaboration and working cooperatively with all the other 40+ primary, secondary and special schools in the Alliance.

The school recognises and values the work of all its teaching and support staff and sets out to provide a supportive programme of appropriate professional development. This is central to promoting pupils' effective learning experiences, generating self-esteem and enhancing job satisfaction.



The school has built up a strong academic tradition and enjoys an excellent reputation within the community and with local 16+ educational establishments. The percentage of pupils gaining 5 or more Grade 9 - Grade 4 GCSE passes has consistently been higher than both the county and national averages. In 2025, 91.2% of pupils achieved a Grade 4 or higher in English and 90.7% of pupils achieved a Grade 4 or higher in Maths. 42.3% of pupils achieved Grades 9-7 in English and 44% of pupils achieved Grades 9-7 in Maths. 85% of pupils achieved five GCSE passes including English and Maths. 42% of all grades achieved, across all subjects, were Grades 9-7.

The school offers a broad and balanced curriculum for pupils in both key stages. At Key Stage 3, in addition to the statutory requirements of the National Curriculum, the school delivers Drama and Personal, Social, Citizenship & Health Education. On admission to the school, pupils are placed in mixed ability tutor groups based upon information received from primary schools. From September 2020, we moved away from numerical naming of classes e.g. Set 1 to Set 7, to pupils being allocated a more appropriate teaching group. Pupils of 'middle ability' are now mixed much more evenly.

At Key Stage 4 pupils follow examination courses in the compulsory core curriculum of Maths, English (Language and Literature) and Science together with other various option courses. All pupils have the opportunity to fulfil the EBacc criteria and whilst we encourage pupils to pursue EBacc subjects, we do not insist on this.

Pupil support, guidance and welfare are a high priority within the school and as such, the school fully recognises the contribution it can make to protect children. The school's Child Protection policy complies with both local and national guidance and is communicated to teaching and non-teaching staff, governors and outside agencies all of whom have a child protection role. A key figure is the Form Tutor whose responsibility is to know their pupils as fully as possible and to provide appropriate care and support. Heads of Year are responsible for the leadership and co-ordination of the work of Form Tutors.

Life at Broughton is not confined to academic study. Pupils have the opportunity to participate in a wide range of extra-curricular activities. The school has excellent sporting facilities and pupils enjoy a wide range of sporting activities both internally and in regular competition against other schools and colleges. Music and drama activities are popular with pupils of all ages and regular productions are very well supported. Other activities include Young Enterprise, Duke of Edinburgh Award Scheme, fieldwork and exchange visits to other countries.

We encourage community involvement and the school enjoys the active support of the Parents, Teachers and Friends Association who organise a programme of activities for pupils and parents throughout the year as well as providing financial support for numerous school projects.

The school operates a total non-smoking policy (buildings and premises) and our child protection policy and practices are enforced vigorously in order to protect the welfare of our pupils.

I hope that this information gives you a flavour of life at Broughton. We believe that this is a school with its own unique "family" atmosphere and ethos. You are warmly invited to come and visit us and experience it for yourself.

**David Botes, Headteacher**  
**September 2025**