



Sir John Thursby Community College



Candidate Information Pack Cover Supervisor

Welcome from the Headteacher

Dear applicant,

I am delighted to welcome you to our thriving and popular school. We are incredibly proud of our students, community, staff and curriculum and we are excited by this appointment. As Headteacher, I am looking to further strengthen our already well established and effective team who secured an extremely positive inspection in April 2023 and continue to show real ambition for the needs of our students and their families.

Our school is characterised by the way we treat our people and through our core values of Ambition, Respect and Belonging. We believe that all members of our school community should be known, valued and loved and we expect all to share this commitment. We are committed to the professional development of our staff, high standards and ambition for our students alongside respect and kindness for all in our SJT family. We are looking for someone who is able to live out these values.

At SJT we value our staff and have worked hard enable all staff to have a good work-life balance in a supportive working environment. In our last staff survey over 97% of staff were both happy working at SJT and proud to be part of the team. We are committed to supporting well-being and development of all our colleagues. We would welcome discussions about flexibility around the advertised role and would be keen to make achievable adjustments for the right candidate.

We encourage visits to our thriving school at your convenience and I would be delighted to welcome you and show you around. Please contact Susan Rigg (s.rigg@sirjohnthursby.lancs.sch.uk) to arrange a convenient appointment.

I am excited about the scope of this post. If you like what you have read, and you feel you align with our values, we look forward to hearing about what you can bring to SJT on our journey to excellence.

Matt Renshaw
Headteacher

Cover Supervisor

32.5 hours per week (8:15–15:15 Mon-Fri) TTO + 1 week

Grade 6 Actual Salary £20,786 - £23,681pa

To start: ASAP

“We are characterised by how we treat our people”

We are incredibly proud of our ambitious, curriculum focused, research-driven school. Our vision is built around the principles of ambition, respect and belonging and we have a strong commitment to the development of our staff as outstanding professionals.

This is an outstanding opportunity for a suitably experienced individual to join a successful and welcoming school. We are seeking to appoint an enthusiastic, flexible and proactive person to supervise whole classes for short-term teacher absence and general classroom support. We are looking for someone who can support learning and motivate & engage students.

A high level of education, including A* - C (or equivalent) in GCSE English and Maths, along with relevant experience or an appropriate, recognised qualification such as NVQ Level 3 is essential.

This is a great opportunity for the right candidate to contribute to our work and benefit from an excellent environment, where all staff are encouraged to progress their careers with us. We have great facilities ensuring that our students and staff have the best learning environment in which to achieve. SJT is a very positive community, with our recent staff survey showing that over 95% of our staff enjoy coming to work and are proud to be part of our school.

The successful candidate will fully embrace our ethos of Ambition, Respect and Belonging whilst bringing fresh ideas that will build on current strengths and achievement. A core pillar of our “belonging” ethos is that all in our community are known, valued and loved. We want all staff to share this commitment.

For an application pack please:

- download from the college website: www.sirjohnthursby.lancs.sch.uk
- or telephone 01282 682313
- or email recruitment@sirjohnthursby.lancs.sch.uk

Send your completed Application form (only the version attached) stating which post you wish to apply for to: **recruitment@sirjohnthursby.lancs.sch.uk**

Closing date: 9am Tuesday 20th May 2025

Shortlisting: 21st May 2025

Interviews: Monday 9th June 2025

The college is committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. You will be required to undertake an enhanced DBS disclosure and other recruitment checks. Please note that in line with Keeping Children Safe in Education 2024 an online search will be carried out as part of our due diligence on shortlisted candidates.

Lancashire County Council

Job description for the post of: **Cover Supervisor (TA3)**

Directorate: Children and Young People			Location:	Sir John Thursby Community College	
Establishment or team:		Sir John Thursby Community College		Post number:	
Grade:	6 Pt 11 - 19	Line manager:	Assistant Headteacher – Ambition Curriculum Impact	Car user:	N/A
Staff responsibility: N/A			Number of staff directly supervised: N/A		

Job Purpose:

The role of Cover Supervisor is to support the operational management of the college by providing classroom cover as necessary.

In addition to the following duties, the post holder may be required to undertake any of the duties normally associated with the lower graded Teaching Assistant posts.

Main Duties:

- Supervise work that has been set.
- Manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment.
- Assist pupils to undertake set activities as appropriate.
- Collect completed work after the lesson and return it to the appropriate teacher.
- Report back as appropriate using the schools agreed referral procedures on the behaviour of pupils during the class and any issues arising.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/ records as requested.
- Be aware of and comply with policies and procedure relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.

- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of the pupils.
- Supervise pupils on visits, trips and out of school activities as required.
- Attend and participate in meetings.
- To take part in professional development.
- To monitor own work and take an active part in auditing and developing the role, within the context of the College Improvement Plan.
- To undertake tasks as agreed necessary by the Headteacher.

All staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect changing roles and responsibilities.

Prepared by:	Headteacher	Date:	April 2025
---------------------	-------------	--------------	------------

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

Person Specification:
Title of post: Cover Supervisor – TA3 Grade 6

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
Qualifications 4 GCSEs Grade A*-C (or equivalent) including Maths & English NVQ level 3 qualification (or equivalent)	E E	Original Certificates Application form/ Interview/reference
Experience Experience of working with young people Experience of working in a relevant classroom/service environment Experience of Administrative work Experience of supporting pupils with challenging behaviour	E E D D	Application form/ interview/reference
Knowledge/skills/abilities Ability to relate well to children Ability to work as part of a team Good communication skills Ability to relate well to parents/carers Ability to supervise and assist pupils Time management skills Organisational skills Knowledge of classroom roles and responsibilities Knowledge of the concept of confidentiality Administrative skills Knowledge of National curriculum Knowledge of numeracy and literacy strategies Ability to make effective use of ICT Ability to assess children's development Ability to plan and deliver work programmes Flexible attitude to work	E E E E E E E E E E E E E E E	Application form/ interview/reference

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
Other Commitment to safeguarding and protecting the welfare of children and young people. Commitment to equality and diversity Commitment to Health & Safety Commitment to attendance at work Commitment to undertake in-service development	E E E E E	Interview
Prepared by: Headteacher		Date: April 2025
Note: We will always consider your references before confirming a job offer in writing.		

SIR JOHN THURSBY COMMUNITY COLLEGE STRATEGIC VISION AND VALUES 2022-2025

Being a truly great school through..

OUR CORE PURPOSE

- To be a community-centred school, where all students achieve the academic & creative success needed for further study and employment
- To support social mobility and to make a positive difference in the lives of our students and their families
- To enable our young people to become confident, resilient, informed, adaptable and caring members of society

MEASURING IMPACT

- Our students' outcomes place our school in the top 10% of similar schools
- Our teachers consistently deliver our curriculum effectively
- Our attendance will be at least 97%



OUR VALUES

- We are ambitious for our students
- We value and invest in our staff
- Our students deserve great teaching every lesson
- Strong positive relationships make a great school
- We treat each other with care, respect and kindness
- All members of our school community are known, valued and loved
- We are inclusive & support diversity
- Our families play a key role in supporting our students to be successful
- A great education includes learning & experiences beyond the classroom
- All of us at SJT have the capacity to improve what we do

OUR STRATEGIC PRIORITIES

1. To deliver a well-structured, knowledge-rich curriculum that enables our students to be successful in their next stages in learning and development
2. To ensure that all our students have the literacy skills needed to access the curriculum effectively
3. To ensure that our teaching is engaging and is responsive to the needs of all students
4. To ensure that the assessment of our students is accurate and enables gaps in learning to be addressed
5. To ensure that all our learners are 'Ready, Respectful and Safe'
6. To stop doing anything that prevents us from delivering great lessons and that creates unnecessary workload
7. To support the emotional well-being of our school community
8. To ensure that Leadership at all levels is highly effective



BELONG BELIEVE ACHIEVE

Further Information

Thank you for your interest in joining our fantastic team here at Sir John Thursby Community College.

Application forms can be found on our website: www.sirjohnthursby.lancs.sch.uk

Completed application forms should be returned by the closing date to recruitment@sirjohnthursby.lancs.sch.uk

CVs will not be accepted. Please note that we are only able to employ nationals of European Economic Area (EEA) countries, citizens of Switzerland and those legally entitled to work in the UK. Lancashire County Council does not hold a sponsorship licence and is unable to employ non-EEA nationals under tiers 2 or 5 of the points based system. If you submit an application form and are shortlisted for interview, you will be required to produce documentary evidence of your right to work in the UK. Please note that we will seek references for shortlisted candidates prior to interview.

The school is committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. If appointed you will be required to undertake an enhanced DBS disclosure and a range of other recruitment checks. Please note that in line with Keeping Children Safe in Education 2024 an online search will be carried out as part of our due diligence on shortlisted candidates.

Follow the link to watch 'Burnley By Drone' to see a beautiful area in which to live and work - [Burnley by Drone - YouTube](#)

For an interactive tour of SJT follow this link
- [Sir John Thursby Community College - Interactive Tour of SJT](#)

If you have any questions please do not hesitate to get in touch.



Sir John Thursby Community College, Eastern Avenue, Burnley, BB10 2AT, 01282 682313
www.sirjohnthursby.lancs.sch.uk