



Candidate's information pack Cover Supervisor / Tutor

Date: **April 2026**

Author: **Angy Saaiman**

Headteacher's Welcome

Are you innovative, creative, forward thinking, and have a passion for working with the most vulnerable children in our society to ensure they get the education they deserve? This exciting and rewarding post is suitable for people committed to making a real difference. We are seeking to recruit an excellent cover supervisor / tutor, to support with delivery of a broad curriculum to both primary and secondary pupils, to join our staff team.

St Thomas's Centre is a unique school: situated on two sites in the community, it caters for pupils aged 5-16 years who have been permanently excluded. Many have unmet special educational needs, social, emotional and mental health difficulties or medical difficulties.

We wish to appoint an enthusiastic and flexible practitioner who is able to become not only a significant adult role model for our pupils but also a professional role model for other staff and able to advocate for, and lead vulnerable young people. You will need to be able to plan and deliver work to small groups of pupils. There will also be a big focus on delivering targeted interventions.

St Thomas's Centre is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. Appointments will be subject to strong references and enhanced DBS checks.

We are an equal opportunities employer with a staff body who reflect the diversity and heritage of our community.

The successful candidate will:

- Be an excellent role model
- Have the knowledge and experience and ambition to work with some of the most vulnerable pupils in our area
- Have the credibility to work with multi-disciplinary teams of professionals to plan the support for young people
- Be enthusiastic, resourceful and keen to ensure that the highest possible standards of pupil achievement, personal development and well-being are achieved

Should you wish to have an informal discussion regarding the post please contact me through Mrs Amanda Leaver, Business manager on 01254 958401.

Please send completed applications together with your supporting letter (no more than two A4 sides) to Mrs Amanda Leaver – aleaver@stthomas.blackburn.sch.uk

Completed applications should then be returned to the school by 12:30 pm on the closing date

Closing date: 5th June 2026

Interview date: w/b 8th

For a start date: September 2026 or sooner if available

Job Description – Cover Supervisor / Tutor

Responsible to: Faculty Lead for Primary

Job purpose: To provide cover for absent staff / tutor identified pupils

Salary Grade: Grade F

Hours: 35 hrs per week TTO

Cover supervisors are expected:

- To provide cover in the case of staff absence
- To teach 1:1 or in small groups either on site, in the community, a pupil's home or in the hospital
- To deliver and assist in the delivery, planning and preparation of learning activities to support the identified needs of individual pupils
- To teach learning activities which will give all pupils opportunities to increase and improve what they know, understand and are able to do
- Creating a schedule for further education and development in subject areas
- To develop positive relationships with pupils and staff, to assist with the promotion of positive relationships with parents in order to assist with pupil progress and attainment
- To monitor and evaluate pupil responses to learning activities
- Within an agreed system of supervision, to plan challenging teaching and learning objectives
- To take responsibility for implementing agreed systems for pupil supervision and the management of pupil behaviour
- To undertake administrative tasks
- To monitor and record progress and achievement in lessons systematically and provide evidence of range and level of progress and achievement
- To produce lesson plans and to undertake marking of pupil work and record achievement
- To select and prepare resources necessary to lead learning activities, taking account of pupil's interests, language and cultural backgrounds
- To administer / mark tests and invigilate examinations
- To provide a stimulating atmosphere where effective learning can take place
- To utilise own strengths and areas of specialist expertise to advise and support other school staff in specialist areas
- To support the provision out of school learning activities within guidelines established by the school
- To contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class
- To control and supervise the use of resources in the classroom ensuring that all Health and Safety requirements are observed
- To promote the vision, ethos and aims of the school at all times
- To provide a holistic, nurturing approach to education befitting an alternative provision
- If no cover / tutoring is required you will be deployed to offer in-class support, interventions, one to one, or potentially office or admin support
- To attend all staff training as appropriate
- To undertake all duties in regard to policies and procedures

Person specification – Cover Supervisor

Training and Qualifications

	Essential/Desirable
Level 3 qualifications	E
GCSE Mathematics, English C above or equivalent	E
Other qualifications relevant to role	D

Experience

	Essential/ Desirable
Experience of working with children and young people	E
Experience of the national curriculum / Ofsted Framework	D
Evidence of successful work with SEMH/SEND	D

Professional Knowledge and Understanding

Applicants should be able to demonstrate good knowledge and understanding of the following areas:

	Essential/ Desirable
Safeguarding young people in schools	E
Support for young people with SEMH/SEND	E
Current educational issues	E
Knowledge and use of ICT	E

Personal Skills and Attributes

Applicants should be able to provide evidence that they have the necessary qualities and attributes required by the post. These qualities may be demonstrated in a letter of application; however, it is more likely that they will be more fully assessable during the interview process and from the references. Applicants should be able to:

	Essential/ Desirable
Build and maintain effective relationships	E
Inspire, challenge, motivate and empower others to carry the vision forward	E
Lead by example, showing integrity, emotional resilience and courage	E
Demonstrate personal enthusiasm and commitment	E
Manage conflict between pupils	E
Prioritise, plan and organise themselves and others	E
Think creatively to anticipate and solve problems	E
Listen to and reflect on feedback	E
Develop effective teamwork	E
UK Valid Driving license	D

This post is exempt from the Rehabilitation of Offenders Act 1974. An enhanced Disclosure Barr Service. Disclosure will be requested for the successful candidate. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

You should note that in the course of your employment you might become aware of personal or other confidential information, some of which may fall within the scope of the GDPR. The Council and Governing Body expect that you will respect the confidentiality of all information, both during and subsequent to your period of employment with the school.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Cover Supervisor will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or SLT

St Thomas's Centre is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.