



Lord Lawson of Beamish Academy Cover Supervisor

Application Pack





Lord Lawson of Beamish Academy

Lord Lawson of Beamish Academy
Birtley Lane, Birtley, Chester le Street, DH3 2LP

T: 0191 433 40 26

W: lordlawson.academy

E: lordlawson@lordlawson.academy

Principal: Dr Andrew Fowler BA, MA, MSc, PhD, PGCE, FRSA

Dear Applicant,

Thank you for your interest in the post of Cover Supervisor at Lord Lawson of Beamish Academy. I hope that the information in this pack is valuable to you when deciding whether to apply for the role and in your preparation for applying.

Lord Lawson of Beamish Academy is a successful 11–18 mainstream co-educational academy that continues to improve rapidly. Our work is underpinned by our values of trust, respect, courage and ambition. In our most recent Ofsted inspection in December 2025, inspectors recognised the significant progress we have made, stating that “pupils achieve well, enjoy their learning and blossom at this welcoming school”. Attendance and behaviour were judged to be at a Strong standard, reflecting the calm, orderly and respectful culture that has been established. Inspectors also highlighted the strong relationships across the school and the inclusive pastoral support that ensures pupils feel safe, cared for and able to thrive. The other six areas were all judged to be at Expected standard. Achievement remains in line with national averages and continues to improve across a range of subjects. We are committed to embedding improvements so that future cohorts achieve well.

We are a school that is an excellent place to work and learn. Our ambition is to offer outstanding education – within the classroom and far beyond – that engages and stretches all our students. Our staff are energetic, committed and able; our leaders are strategic and well-motivated; our governors are hugely supportive and suitably ambitious. The school is full, and parents want their children to do well. We have a sixth form that is small but focused and successful. Our facilities are outstanding and well maintained.

We have high expectations of our staff. We also recognise that our staff are our greatest asset, and we treat them with respect and care for their wellbeing. We are currently aiming to implement our Vision for Staff, which we co-developed with staff. Staff are happy here; Lord Lawson of Beamish Academy is a good place to work. 82% of staff respondents to the SSAT annual survey agreed or strongly agreed with the statement ‘I would recommend this as a good place to work’. The national average for secondary schools in the survey was 74%.

We value the development of all our staff, and you will develop further during your time here. We provide an exceptional programme of CPD for staff. 82% of respondents to the SSAT annual survey agreed or strongly agreed that they have opportunities to participate in high quality professional learning and development (national average for secondary schools: 68%). Staff develop rapidly here; and consequently, we have very low levels of staff turnover.

Our next steps are to build on our recent achievements, and to further improve the attainment and progress of our disadvantaged students, including those with SEND. We also want to engage more effectively with our community and continue to expand our already thriving extra-curricular offer for our students. Alongside these aims, we will expand our sixth form further, by attracting applications from other local schools, as well as ensuring more of our students’ complete key stage 4 with the qualifications and aspirations required for further academic study.

I welcome your interest in this position, and I look forward to receiving your application.

With best wishes,

Dr Andrew Fowler

Principal

Trust

Respect

Courage

Ambition



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Dear Applicant,

This letter provides more information about the team and department you would be joining if you are successful in the recruitment process.

Our team of Cover Supervisors at Lord Lawson is professional, dynamic, and committed to providing a transformational education for all students. We believe in raising student achievement and supporting individual needs through the interventions we offer. The team consists of an Assistant Principal and four other Cover Supervisors. Each member brings a unique background and subject specialism. Together, we work collaboratively to maintain the quality of learning across the academy and provide targeted support for students.

As a Cover Supervisor, you play a key role in ensuring the consistent delivery of high-quality lessons and maintaining standards across the academy. With a flexible and supportive approach, our team not only supports colleagues throughout the school but also strives to bring continuity to students' learning. We value staff development and encourage a collaborative approach to sharing best practices across the school. You will be supported through professional learning opportunities and will engage with the wider school community.

To be considered for this post, you must have a good educational background – GCSE equivalent or above – and be willing to engage in further professional development. We are looking for someone who is passionate about making a transformative difference in the lives of our students, eager to continue learning and developing through collaboration with colleagues and committed to helping raise student achievement.

If you are interested in this opportunity and would like to learn more about our school and the role of a Cover Supervisor, I would be delighted to hear from you. Please feel free to contact me directly at dcave@lordlawson.academy, and I would be happy to arrange a conversation or a visit.

We look forward to hearing from you.

D Cave

Mr Cave
Assistant Principal

• Trust

• Respect

• Courage

• Ambition



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Job Description

Job Title: Cover Supervisor
Salary Scale: Grade F, SCP 14 – 19, £24604 – £27537
Contract Type: Permanent, Term Time Only

Line Manager: Assistant Principal

Purpose of the role

- To promote and enhance the teaching, learning, and personalised support within the Academy by carrying out the duties as detailed below in conjunction with other staff and external agencies whilst being mindful of the need for professionalism and confidentiality.

Key Responsibilities

- To provide cover during teacher absence in line with the cover supervision policy.
- To maintain effective communication with the Year Teams, Tutors and other staff as appropriate.
- To assist with the lunchtime provision in academy.
- To assist with the monitoring of behaviour, attendance, punctuality and achievements of students.
- To assist with maintaining relevant records and resources and any associated filing.
- To carry out duties positively and professionally whilst always promoting and supporting teamwork.
- To assist with duties within the Year Teams/Year Bases in accordance with the Pastoral and Legal guidelines, whilst ensuring all academy policies are complied with.
- To assist with any extracurricular activity during core hours.
- To be flexible in your approach to meet the circumstances of the day.
- To work proactively and positively with staff, parents, and external agencies to support students.
- To support teaching and learning through duties as Learning Support (this may include working 1:1 with students, with a small group or providing in class support).
- To accompany staff and students on external educational visits.
- To undertake any training relevant to the post.

Safeguarding

- Promote the safety and wellbeing of students and help to safeguard students' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy.
- Promote the safeguarding of all students in the school.
- Ensure that appropriate reasonable adjustments are made where necessary for students.

General

- Equal Opportunities: the academy has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote this in their own work.
- Health and Safety: the academy is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

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- **Confidentiality:** the academy is committed to maintaining the privacy of all its staff and students. It expects all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

All staff are required to follow school policies and the staff code of conduct.

This job description is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of tasks, and the postholder may be required to carry out other duties appropriate to the role.

This job description may be amended at any time in discussion between the Principal or Line manager and the employee and will be reviewed annually before the commencement of the next appraisal cycle.

Please note: Salary amounts quoted are from 1 September to 31 August. If you commence employment part way through an academic year, they will be subject to an equated salary adjustment.

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Person Specification – Cover Supervisor

Attribute	Essential/ Desirable	Assessment
Qualifications and Education		
1. Level 2 Qualifications in English and Maths or equivalent	E	A, I
2. Willingness and ability to obtain and/or enhance qualifications and training and development in the post	E	A, I
3. First Aid Qualification	D	A, I
Knowledge and Skills		
4. Ability to effectively communicate with a range of audiences	E	A/I/E
5. Ability to respect and maintain confidentiality	E	A/I/E
6. Ability to use standard ICT packages including Microsoft Office	E	A/I/E
7. Excellent time management and organisational skills	E	A/I/E
8. Ability to relate to students in a pleasant and sympathetic manner and to recognise potential safeguarding issues	E	A/I/E
9. Understanding of Academy child safeguarding procedures	E	A/I
Experience		
10. Experience of working in a school environment	E	A/I/
11. Experience of working with students on a 1:1 or small group setting on literacy and/ or numeracy	D	A/I/E

Assessment and evidence: A = Application; I = Interview process; E = Exercise