



COVER SUPERVISOR

GRADE 5 SCP 7-12

Candidate Information Pack
01 September 2025



Welcome from the Chief Executive



Welcome. It is with great pleasure and enthusiasm that I extend a warm welcome to you from our academy trust.

Providence Learning Partnership is a new trust, initially established with Durham Sixth Form Centre who will be joined by Durham Mathematics School in the near future. Based in Durham City centre, Durham Mathematics School will be a specialist academy for A level mathematicians who also have a keen interest in computer science and / or physics. We continue to work very closely with the Department of Education and Durham University in realising DMS and look forward to making further announcements about it in the coming months.

Our Trust is dedicated to empowering students to become lifelong learners, critical thinkers and compassionate leaders. We value:

High quality, inspirational teaching and learning.

Excellent support, care and guidance.

Personal and professional integrity.

Ambition and progress for our students, our communities and ourselves.

Together, we embark on a journey that prioritises academic achievement, nurtures talent, and promotes a holistic approach to education. Through collaboration, dedication, and a shared vision, we aspire to create an environment where every individual can thrive and reach their fullest potential. Our students are placed at the heart of our decision making which is reflected in our Vision and Aims.

Trust vision | Our Trust prioritises excellence in teaching and learning, recognising the uniqueness of each student in celebration of diversity and inclusion. Working collaboratively, we embrace expertise and innovation, contributing to the North of England through the cultivation of lifelong learners.

Trust aims | We enable our vision through the following aims, which are supported by actions in our Trust Development Plan.

- **Student success:** We will empower our students to achieve their full potential in a nurturing and inclusive environment underpinned by high-quality, inspirational teaching and learning. Through fostering a culture that emphasises wellness, resilience and challenge, we will support our students to both consistently achieve above the national average and develop the skills needed to thrive in a dynamic educational landscape.
- **Educational excellence:** We will lead and champion excellence through the development of extensive and sustainable educational partnerships and networks and through local mathematics, arts and literacy outreach programmes which enhance engagement and enrich our community.
- **Responsible growth:** We will expand our Trust responsibly and with integrity, mindful of the need to maintain alignment with our values.

Our collective efforts continue to shape the future of our education provision, embracing diversity, inclusion, and the pursuit of knowledge. As a community, we value the input, creativity, and expertise of each member, understanding that it takes a collaborative effort to create an exceptional educational experience.

I encourage you to actively engage, share your ideas, and contribute your skills to our shared mission. Together, let us inspire, support, and empower one another, laying the foundation for a brighter tomorrow. I am excited about the possibilities that lie ahead and look forward to the incredible journey of growth and success that we will potentially undertake together.

Ellen Beveridge
Chief Executive

Welcome from the Principal

Welcome to Durham Sixth Form Centre and thank you for your interest in the advertised post. I hope the following information gives you an insight into our school.

Durham Sixth Form Centre is a large post-16 provider based in the North East of England, with approximately 1,700 students on roll. We are situated in the middle of Durham City centre, a couple of minutes walk from both the bus and railway stations. Students generally enrol at Durham Sixth Form Centre from over 60 different secondary schools from across County Durham, Sunderland and into Northumberland.

In 2017 we were graded an 'outstanding' post-16 school, this is reflected in our recent Ofsted monitoring visit report, 2024. Our students have an excellent record of success, which they work hard to achieve. Trends over time demonstrate the following headlines:

In academic qualifications:

- Progress (VA) has been consistently above the National Average (NA) and was graded above average in the 2025 performance tables.
- A Level average point score (APS) is significantly above the NA and places us in the top 6% of schools and colleges nationally.
- 71% of students achieved A*- B A Level grades in the summer 2024.

In applied general qualifications:

- Progress (VA) has been consistently above the NA and was graded above average in the 2025 performance tables.
- Overall attainment (APS) is consistently above the NA and is ranked in the top 2% of schools and Academies nationally.
- 92% of students achieved Dist*-Dist grades in the summer 2024.

We recently celebrated 110 years in education. We are housed in various buildings, often referred to as a mini university setting. Our site comprises a 1913 former girls' grammar school, which was converted to sixth form accommodation in 1983. In addition to the original building, there is now a science specific wing; a 200 seated theatre; our Hunter resource centre; visual arts centre and Freeman's Quay leisure centre. In 2019, we expanded further to include our digital media centre, which houses a grab-and-go café, conference facility, TV studio, small cinema room and additional classroom space. We also have a dedicated Art Gallery on site, the Dead Dog Gallery, with an ever-changing exhibition and community programme in place.

Through sustained effort, and a clear focus and direction, Durham Sixth Form Centre is a truly embracing and dynamic organisation. We are committed to promoting the principles of equal opportunities and we aspire to an environment where all our students and employees can develop their potential. We have a strong professional development programme and have achieved CPD Mark accreditation, Investors in People Platinum and Governor Mark among others. Our most recent full Ofsted inspection report said 'The Headteacher and the highly skilled leadership team have established a culture in which students flourish and grow. Consequently, there is a healthy appetite for learning and achievement in an environment that demands high expectations for academic, vocational and personal excellence'.

Our school operates according to the Values of our Trust which help determine the culture, ethos and atmosphere of Durham Sixth Form Centre.

If you are energetic and passionate about post-16 education, and have the skills and aptitude required for the role, then we would welcome your application and look forward to meeting you in the near future.

Jo Lain
Principal

The Role

JOB TITLE	Cover Supervisor
CONTRACT TYPE	Temporary 1.09.25 - 31.05.26
HOURS	Full time (Monday to Thursday 0830-1600 and Friday 0830-1530)
GRADE	Grade 5 SCP 7-12
START DATE	01 September 2025

ADVERT

This is an exciting time to join Durham Sixth Form Centre part of Providence Learning Partnership multi academy trust: we are an oversubscribed post-16 institution; our results are significantly above national averages; we have expanded our premises; we have gained external recognition and national awards for our work and we are 'outstanding' as defined by Ofsted, March 2017.

We are looking to appoint a cover supervisor. This post would support us in our policy of covering all teaching absence, ensuring student learning remains a central focus of our school. This is an exciting opportunity to work with young people studying across a range of Level 3 subjects. You will have responsibility for direction of students during lesson time, ensuring they can access work and liaising with the absent staff to signpost resources and equipment. In lessons you will be responsible for maintaining a positive climate for learning and supporting students in their work, establishing and modelling high expectations at all times.

The successful candidate must be able to build strong relationships with students, staff, parents/carers and other stakeholders. It is essential applicants have the highest expectations of themselves and others, and are able to work with autonomy and as part of a wider team.

The successful candidate must be committed to working in an inclusive environment in support of the values, vision, purpose and direction of Providence Learning Partnership.

Job Description

Schools rely on the professional input and expertise of a range of staff. 'Support staff' is a generic title for all staff who do not teach. Some support staff work alongside teachers and some work behind the scenes to ensure that there is an efficient infrastructure within our academy which supports effective teaching and learning to take place. Support staff contribute in many ways, directly and indirectly, to student outcomes and the academy's Ofsted judgement and are integral to both. Approximately half of all of our employees are support staff.

SUMMARY OF KEY RESPONSIBILITIES

- To lead the identified individual and small group mentoring sessions to contribute to raising student attainment.
 - To cover lessons in the absence of the timetabled teacher or Progress tutor.
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MAIN DUTIES AND RESPONSIBILITIES

1. Cover lessons in the absence of the timetabled teacher.

Support for Students

- Supervise the delivery of the cover work by effectively communicating the work set to students.
- Set high expectations of conduct and work.
- Act as a positive role model.
- Deal with any immediate problems or emergencies in accordance with school policy and procedure.

Support for Teachers

- Liaise with Louise Feasey regarding absence cover.
 - Liaise with the Assistant Principal regarding prioritising cover of lessons.
 - Collect and pass on any completed work and any appropriate feedback.
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2. Provide support to staff in relation to other activities in the school.

- Accompany groups of students on trips, ensuring their health and safety under the direction of the visit leader.
 - Be aware of, and comply with, policies and procedures relating to safeguarding, equal opportunities, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.
 - Be aware of, and support, differences and ensure that all students have equal access to opportunities to learn and develop.
 - Undertakes other similar duties and activities that fall within the grade and role of the post as decided by the Principal.
 - Provide support and assistance in examinations or tests.
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3. In addition

- On occasions when cover is not needed, Cover Supervisors may also be required to carry out the following agreed tasks:
 - Carry out administrative duties as appropriate when the need for cover is not a requirement.
 - Support colleagues on student reception when the need for cover is not a requirement.
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4. Modelling

- To model the values, ethos and vision of the School in pursuit of excellence and equity, valuing individual achievement.
 - To help build, communicate and implement a shared vision.
 - To role model and actively promote high expectations for all members of the School community through the role within the structure.
 - To contribute to the efficient management of School routines.
 - To be an appraisal team member in line with School policy.
 - To be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by individual action/inaction.
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5. **Training/Qualifications**

- To undertake on-going research to develop knowledge and undertake any CPD, inset and qualifications as deemed necessary by the line manager or designated member of the senior staff.
 - Where formal qualifications are identified the employee will be required to sign an agreement to reimburse the academy of any training costs incurred if the employee leaves before qualification and/or if they leave before a period to be specified after qualification.
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6. **Additional Hours**

In the event where the Principal requests additional hours to be worked over and above the contractual hours, TOIL will be given at a flat rate as per Local Collective Agreement 2012. Timesheets must be submitted and approved by the Principal. know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements

The Person

- Sets consistently high standards for themselves and others.
- Communicates with clarity and precision, both in writing and through active, thoughtful listening.
- Possesses exceptional organisational skills and the ability to manage time effectively to deliver high-quality outcomes.
- Acts as a positive ambassador for the school and Trust, embodying its core values and ethos.
- Contributes enthusiastically to team efforts, showing adaptability and a willingness to go above and beyond.
- Demonstrates excellent interpersonal skills.

Person Specification

QUALIFICATIONS AND TRAINING	Essential	Desirable
Completion of an A level education, achieving high grades.	*	
Educated to degree level (or currently studying for a degree).		*
EXPERIENCE AND KNOWLEDGE		
Flexibility to work with young people on a 1:1 basis and in group settings.	*	
Ability to deliver sessions to groups of students (approximately 20 in a group).		*
Experience of using MIS Software (SIMS)		*
Experience of supporting students with the UCAS application		*
SKILLS		
Excellent organisational and record keeping skills	*	
Ability to communicate effectively both orally and in writing to a diverse audience.	*	
Ability to see the bigger picture with attention to detail and professionalism.	*	
Aptitude to evaluate, monitor and prioritise work and to use IT competently in your role.	*	
Demonstrate outstanding interpersonal skills (in a range of contexts), even if/when working under pressure.	*	
Ability to learn from your mistakes, listen and to 'bounce back' with positivity.	*	
PERSONAL QUALITIES		
Demonstrate energy, positivity and calmness in fulfilling the role and model a 'can do' approach.	*	
Inspire, lead and challenge a team of colleagues with energy and drive to bring out the best in everyone (where applicable).	*	
Boundless optimism, energy, enthusiasm and a sense of humour when carrying out the role.	*	
Exemplary health, attendance and punctuality.	*	
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COMMITMENT, EQUALITIES AND SAFER RECRUITMENT		
Commitment to upholding and promoting the trust values with honesty, loyalty and fairness.	*	
Promote and safeguard, at all times, the welfare of children and young adults.	*	
Demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the appropriate policies.	*	
Demonstrate an understanding of the importance of forming and maintaining appropriate relationships and personal boundaries with young people and colleagues.	*	

Application Guidance

APPLICATION FORM

The Application Form should be completed using either the [GoogleForm](#) or using our Word Document emailing it to staffvacancies@durhamsixthformcentre.org.uk. (both are also available on www.durhamsixthformcentre.org.uk/vacancies/).

APPLICATION LETTER

The supporting Letter of Application should be no more than two sides of A4 and should set out the particular strengths that you would bring to the post and how you feel you meet the criteria outlined in the job description and person specification. The supporting Letter of Application should be uploaded in the relevant section on the GoogleForm.

RECRUITMENT DATES

OPENING DATE	Monday 16th June 2025 10am
CLOSING DATE	Thursday 26th June 2025 10am
INTERVIEW DATE	W/C 30th June 2025 TBC

Should you need any further assistance please contact louise.feasey@durhamsixthformcentre.org.uk.

Applications received after the closing date/time will not be considered.

AFTER SUBMITTING YOUR APPLICATION

If you have not heard from us within 4 weeks please assume that you have been unsuccessful on this occasion.

Shortlisted Candidates Guidance

REFERENCES

All appointments will, in accordance with statutory guidance, be subject to a comprehensive checking process including references from current and previous employers. References will be requested prior to interview, except for support staff roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DIGITAL CHECKS

Online searches may be conducted as part of the Trust's due diligence checks. [Section 226. KCSIE 2024.](#)

DBS

Providence Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. We conduct pre-employment checks in line with 'Keeping Children Safe in Education' and the Trust's Safeguarding Policy which is available on our website.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Appointments will have a right to work in the UK check, an enhanced DBS check and a further check against the appropriate barred list. Please note this post is exempt from the Rehabilitation of Offenders Act 1974.

PRE-OCCUPATIONAL HEALTH

Pre-occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

EQUAL OPPORTUNITIES

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community. Applicants with disabilities will be granted an interview if the essential job criteria are met. As a disability confident employer, we are committed to employing disabled people and people with health conditions making reasonable adjustments to support disabled applicants when required.

Staff Benefits

At our Trust, we deeply value the health and wellbeing of our staff, recognising that a happy, supported team is essential to delivering the best outcomes for our students. We are committed to fostering a positive working environment where staff feel cared for, empowered, and equipped to thrive both personally and professionally.



Pension scheme

All contracted members of staff will be automatically enrolled into either the Teachers' Pension Scheme or the Local Government Pension Scheme (whichever is appropriate).



National terms and conditions

We offer national terms and conditions in line with the School Teacher's Pay and Conditions document (STPCD) and Burgundy Book for teachers or the NJC Green Book for support staff.



Training and development

Professional development opportunities aimed at the continuous process of enhancing your skills, knowledge and competencies discussed with your appraiser on an individual basis.



City centre parking

Durham City Centre barriered private parking for staff whilst at work which extends to free all year round parking, 24 hours a day, 7 days a week, 365 days a year.



Staff wellbeing working group

For the staff, by the staff, our wellbeing working group meet at least 3 times a year and is open to all members of staff. To date the group has raised money for charity, built a Staff Wellbeing portal, organised socials, sporting events and family days out.



Healthcare services

All staff benefit from a range of comprehensive health and wellbeing services including: GP service which gives staff the access to a General Practitioner around the clock, 24/7, access to nurse support services and physiotherapy provided face-to-face at times, dates and locations convenient to our staff.



Live webinars

Online webinars for Mental Health First Aid and Stress Coaching are available to staff which run frequently throughout the year with a choice of dates and times.



Health and Wellbeing

Free Flu vaccines, menopause counselling and access to financial wellbeing coaches through our staff absence insurance policy.



Daily breakfast

We provide a selection of hot drinks, cereals, croissants, toast and jams complimentary each morning in the refectory for staff and students.



Lifestyle

Our lifestyle benefits include shopping discounts with hundreds of online and high street retailers, discounted gym membership and cycle to work schemes.



Free Will Writing Service

Organised through the Financial Guys, all staff are provided with a free single basic Will which also includes a 50% discount for partners.



Blue Light

Blue Light Card have now added Teaching and Support staff to the list of careers that are able to apply for their card. When applying please upload your staff ID badge as evidence.



INVESTORS IN PEOPLE®
We invest in people Platinum