



## BIRKENHEAD SCHOOL

### Information for Candidates applying for the role of Cover and Duty Supervisor/Co-Curricular

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#### THE SCHOOL

Birkenhead School, awarded the Sunday Times Independent Secondary School of the Year in the North-West for 2025, was founded in 1860. It is an HMC independent day school providing education for boys and girls drawn from the whole of the Wirral, Merseyside, and as far afield as Chester and North Wales. There are currently some 83 children in Early Years (44 in Nursery aged under 3 years old, 39 in our “Pre-Prep” aged 3 to 5 years old), 299 pupils in the School’s Prep (ages 5-11) and 510 students in Years 7 to Upper Sixth Form. Birkenhead School has been fully co-educational since September 2008, offering the choice of an independent education to all local children. Across the School approximately 45% of students are girls.

Situated in the leafy suburb of Oxton, the School enjoys excellent facilities. The main campus has a ‘village green’ atmosphere, with classrooms and laboratories looking out over the cricket square. Recent capital developments have included a new landscaped playground area and an outdoor classroom. There are ongoing and substantial investments in ICT facilities. In addition to the main campus, the School owns 17 acres of playing fields on two sites nearby – the primary one being McAllester Field on Bidston Road.

#### SCHOOL ORGANISATION & VALUES

The School comprises Nursery and Pre-Prep (Early Years), Prep and Seniors and integrates their objectives and activities within a ‘One School’ concept. The Headmaster chairs the School’s Senior Leadership Team (SLT) comprising the Head of Prep, Deputy and Assistant Heads, the Designated Safeguarding Lead and the Bursar.

Birkenhead School prides itself on being a family school. It is attractive to parents to have all their children in one school, and it is a great advantage for the school to be able to establish strong, long-lasting relationships with families. The move to co-education reinforced this and at present, 217 families have more than one child in the School and 27 have three or four children.

A key feature of the School is its strength of community, which runs through the student, staff and parental bodies. The School is embedded within the wider Wirral community, has strong links with local business and charities, and offers an extensive bursary programme. The School aims to inspire students both inside and outside the classroom, knowing each individual and providing them with outstanding opportunities to find their niche.

A dedicated, talented and collegiate staff body is required to achieve these aims. The School’s informal motto is Respect, Responsibility and Resilience, to which we have recently added inclusivity, compassion, integrity, humility and courage as defined School values. Birkenhead School recruits on attitude as much as the quality of an individual’s qualifications on paper, an approach that has played a considerable role in the winning of the Sunday Times award – in short, staff go above and beyond in delivering outstanding academic grades and an expansive co-curricular programme which leads to a fulfilled, inspired and happy community – staff, students, parents, grandparents and alumni (Old Birkonians).

#### **SENIORS**

510 STUDENTS  
AGED 11-18  
295 BOYS / 215 GIRLS

#### **PREP**

299 PUPILS  
AGED 5-11  
159 BOYS / 140 GIRLS

#### **NURSERY / PRE-PREP**

83 CHILDREN  
AGED 3 MONTHS – 5 YEARS  
49 BOYS / 34 GIRLS



## BIRKENHEAD SCHOOL

### THE ROLE AND RESPONSIBILITIES

We are looking for a dynamic and flexible individual who will provide cover for lessons where a teacher is absent and has set work for students to complete, alongside leading the duty rota in a specific area of the School. In addition, the candidate will be required to support an area of the co-curricular provision, preferably Drama. Both roles will require the successful candidate to work collaboratively with all teams across the School and be prepared to complete routine administration tasks.

#### **Key Cover Supervisor responsibilities include:**

- Covering up to 6 lessons periods per day.
- Undertaking general duties and responsibilities relating to lesson cover.
- Accurately interpreting the work set for students by absent teachers.
- Supporting students and clarifying (on an individual basis if necessary) the instructions given.
- Maintaining discipline and order within the classroom by following the School's behaviour policy
- Implementing all whole School policies so that students' learning and health and well-being are consistently supported.
- Being responsible for the best use, supervision and security of any resources within the classroom, complying with the School's Health and Safety policies.
- Registering the attendance of students in line with School's registration processes.
- Oversee and lead the duty rota across one specified area of the School.
- Be the primary presence in your duty area at each break and lunch, (11am – 11.20am and 12.40 – 1.40pm)
- Advising and co-operating with the Line Manager and other Teachers on the preparation and development of cover work and its recording.
- Attending assemblies as appropriate if covering a registration period when an assembly is timetabled to take place.
- To undertake training appropriate to the needs of the role.

#### **Key Co-Curricular duties include:**

- Leading co-curricular activities, ideally with a Dramatic interest.
- Supporting the oversight of the School Library, including running teaching and learning sessions with students.
- Having a high level of commitment to Co-Curricular activities.
- Being a good motivator of both individual students and teams.
- Taking a holistic approach to the School's ethos.
- Have very high levels of organisational and administrative ability.
- Ensure high standards of behaviour through implementation of the School's Behaviour Policy.
- Ensure all relevant school policies and procedures are adhered to.



## BIRKENHEAD SCHOOL

### **Professional Development and Wider Contribution to the School community**

- Proactively engage in continuous professional development to reflect on and improve practice.
- Participate in arrangements for the appraisal and review of own performance.
- Contribute to the life of the community, particularly by contributing to co-curricular activities.
- Supporting the School at Open Days and other events as necessary.

### **Additional Elements**

Staff are expected to: -

- Adhere to the School's Code of Conduct.
- Commit to safeguarding and promoting the welfare of students.
- Support and encourage the School's ethos and objectives.
- Ensure facilities, including equipment and teaching areas, are maintained in an appropriate condition.
- Demonstrate a commitment to improving and developing the School's processes and facilities.
- Carry out such duties that may be reasonably required by your Line Manager.

### THE PERSON

- Understanding and working knowledge of the national curriculum and other learning programmes of core subject areas, with a specific interest in Drama advantageous.
- Knowledge and understanding of principles of effective learning in the classroom and classroom management advantageous.
- Skilled individual with high standards, who can act with discretion, enthusiasm and a positive attitude.
- Be computer literate and able to use email, Microsoft and other computer software including Information Systems.
- The ability to communicate well with students, peers, parents and visitors.
- Ability to work on own initiative and collaboratively.
- A flexible approach to duties in response to the academic calendar.
- Role model of values, integrity and positive behaviours.
- Warm and welcoming approach.
- Excellent 'customer care' skills.
- Ideally previous experience working in a School environment.

### **All staff have the responsibility to:**

- Be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Participate in training and other learning activities as required.
- Provide appropriate guidance, supervision and assistance.
- Support and promote the School ethos.
- Ensure all documentation produced is to a high standard and is in line with the "brand" style.
- Undertake any other duties and responsibilities as required that are covered by the general scope of the post.
- Undertake any other reasonable duties.

Birkenhead School, Registered Office: The Lodge, 58 Beresford Road, Oxton, CH43 2JD

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## BIRKENHEAD SCHOOL

### REMUNERATION & BENEFITS

#### Salary

Salary is £31,352 FTE (equates to £12,540 - £15,048 based on working 36 weeks per year)

#### Hours

This is a part time, term time plus role of 20 – 24 hours a week. A degree of flexibility is required in the role, as candidates will be expected to work as necessary to attend co-curricular events as appropriate.

#### Holiday

You will be entitled to School holidays and Bank Holidays

#### Pension

The School operates an auto-enrolment pension scheme.

#### Other Benefits

We will value and support your contribution to School life and in return provide you with excellent rewards;

- Working with fantastic young students
- Working as part of a committed team
- Wellbeing assistance through the Employee Assistance Programme
- Membership of a pension Scheme
- Substantial discount on School fees for children of permanent staff attending the School
- Free lunch in the Dining Hall during term times
- Free use of the fully equipped on-site gym
- Electric Car Charging points
- Support for your continuous professional development

### APPLICATION

A letter of application indicating skills and experience, together with a completed application form, including the names and addresses of at least two referees, should be sent for the attention of the Head of Senior School via: [chw@birkenheadschoo.co.uk](mailto:chw@birkenheadschoo.co.uk)

Applications may also be sent by post to: **Cheryl Wallace, Head of HR and Compliance, Birkenhead School, 58 Beresford Road, Oxton, Wirral, CH43 2JD**

Application forms can be downloaded from the School's website: [www.birkenheadschoo.co.uk](http://www.birkenheadschoo.co.uk)

Candidates are welcome to contact the Head of Senior School, Tom Whitworth at [tjw@birkenheadschoo.co.uk](mailto:tjw@birkenheadschoo.co.uk) with any questions relating to the role.



## BIRKENHEAD SCHOOL

To meet our safeguarding obligations, an Enhanced Disclosure and Barring Service check is undertaken as part of the recruitment process for all new staff. As Birkenhead School is an educational provider, it is permitted to ask whether an applicant has any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance, as defined by The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). It is a criminal offence for an individual who is barred from working with children to apply for a role which is classed as regulated activity (i.e. involves working with children). **As such, candidates are asked to complete the separate Criminal Record Declaration Form on the School's website.** The information disclosed on this form will not be kept with your application form during the application process.

Candidates selected for interview will be offered the opportunity to have a tour of the School and meet with relevant members of the department.

**The closing date for applications: 9am on Tuesday 21<sup>st</sup> April 2026.**

Successful candidates are likely to be invited to interview shortly after.

**We reserve the right to close this vacancy and complete the recruitment process when we are in receipt of sufficient applications. Should you wish to apply for this post you are advised to complete and submit your application form as soon as possible.**