



**HARTFORD**  
CHURCH OF ENGLAND  
HIGH SCHOOL

**Hartford Church of England High  
School**

**COVER SUPERVISOR  
APPLICANT PACK**

# Introduction

We are delighted to welcome applications for the role of Cover Supervisor at Hartford Church of England High School. Our school is a great place to work! We have brilliant students, talented and committed staff and supportive parents. Our most recent Ofsted inspection in June 2023, demonstrated that we are a good and improving school and our ambition is to make Hartford Church of England High School an outstanding place to learn and work.

The work of Cover Supervisors is highly valued.

If you believe that you have the skills and attributes to be a Cover Supervisor at Hartford Church of England High School, then we want to hear from you!

If you would like to know more about the role or would like to visit the school, please contact us by email [head@hartfordhigh.co.uk](mailto:head@hartfordhigh.co.uk) or telephone 01606 786000. On behalf of all the staff and students at Hartford Church of England High School, we look forward to hearing from you and welcoming you to our school in the future!

Rachel Pickerill  
**Headteacher**

## Further Details:

**Job Title:** Cover Supervisor AAAE5080

**Salary:** Grade: 5 SCP 6 – SCP 11 £23,893 - £25,979 pro-rata (Actual Salary payable £20,616 - £22,415 per annum)

**Contract:** Permanent

**Employment:** Term Time Plus 5 Days (39 weeks)

**Hours:** 37 hours per week Mon – Thurs 8am til 4pm and Fri 8am – 3:30pm (this can be flexible for the right candidate)

**Closing Date:** 9:00am Monday 4<sup>th</sup> November 2024

**Interviews:** Successful candidates will be contacted the week beginning Monday 4<sup>th</sup> November

**Start Date:** As soon as possible

# Job Description

## **HARTFORD CHURCH OF ENGLAND HIGH SCHOOL**

### **Cover Supervisor**

The role of a Cover Supervisor at Hartford Church of England High School is to contribute to raising standards of achievement and attainment through supporting and embracing the ethos of the school. The Cover Supervisor will play a pivotal role in maintaining continuity of learning by providing effective classroom management and ensuring pre-set work is completed.

Cover Supervisors at Hartford Church of England High School will be highly motivated and innovative with an ability to enthuse, motivate and inspire young people. This position offers an excellent opportunity for individuals who are passionate about education and wish to contribute to the school's commitment to providing high quality learning experiences for all students.

### **Main Responsibilities**

Cover Supervisors will:

- Undertake classroom supervision in the absence of teaching staff
- Ensure a positive and productive learning environment, promoting good behaviour and engagement, while following the school's behaviour policy
- Work with students and classes across various subjects, ensuring students complete pre-set work to a high standard
- Ensure registers, class and student records are maintained
- Liaise with subject teachers, providing any relevant feedback to departments relating to student progress and behaviour
- Assist with the preparation of teaching materials and displays
- Assist with form time duties

### **Other Responsibilities**

Cover Supervisors will contribute to the wider running of the school. They will:

- Play a full part in the life of the school community, supporting the Christian distinctiveness of the school, and contributing to the school's vision, values and ethos in and out of the classroom
- Support the school in meeting its legal requirements for worship
- Be a positive and professional role model for all students and staff
- Know, understand and follow whole school policies and apply them consistently, including those relating to safeguarding and well-being, in accordance with statutory provisions and school policy
- Ensure any concerns regarding students' welfare and safeguarding are communicated to the relevant senior member of staff and understand that safeguarding is the responsibility of all staff
- Participate in staff development and training and undertake safeguarding training.
- Attend regular school meetings within the directed time budget

- Carry out supervision duties as directed through the school duty rota
- Liaise effectively with parents, carers and other stakeholders
- Actively engage in the School Appraisal process
- Where required, attend school events and activities as appropriate to the role of Cover Supervisor, for example Parents' Evenings and Open Evening
- Undertake tasks, including exam invigilation and deputising for other support staff, as determined by the Headteacher

Hartford Church of England High School is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the school on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to our Church of England ethos and Christian distinctiveness.

# Person Specification

	Essential	Desirable	Evidence
Qualifications and Experience	<ul style="list-style-type: none"> <li>• 5 GCSEs at Grade C or Grade 4 or above (or equivalent) to include English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a secondary school environment</li> <li>• Experience of working with or caring for children of a relevant age</li> <li>• Strong track record of one's own continuing professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
Special Aptitudes	<ul style="list-style-type: none"> <li>• Excellent use of IT in education</li> <li>• Ability to generate enthusiasm for learning in general</li> <li>• Ability to plan, organise, review and adapt</li> <li>• Ability to manage classroom activities and the learning environment</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of, and ability to use, a range behaviour management strategies</li> <li>• Willingness to contribute to extra- curricular activities</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
Interpersonal Skills	<ul style="list-style-type: none"> <li>• Fully committed to the Christian ethos of the school</li> <li>• Inspirational</li> <li>• Ability to forgive and move on</li> <li>• Ability to challenge and support students and staff</li> <li>• Excellent spoken and written communication skills</li> <li>• High expectations</li> <li>• Commitment to school improvement</li> <li>• Team worker</li> <li>• Independent worker</li> <li>• Resilient under pressure</li> <li>• Excellent attendance</li> <li>• Flexible</li> </ul>		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
Safeguarding	<ul style="list-style-type: none"> <li>• Willingness to consent to apply for an enhanced disclosure CRB check</li> <li>• Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people, including the mental health of young people</li> </ul>		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>