



## Cover Supervisor

# Candidate Information Pack 2021/2022

**Learning Today: Leading tomorrow**

# Our School

## **Learning today: leading tomorrow**

At Bentley Wood High School for Girls we are proud of our fine record of academic achievement within our safe, caring, stimulating environment where pupils learn happily and well. We encourage each girl to develop a wide range of skills and interests, to achieve her personal best and to work co-operatively with consideration for all members of our learning community at all times.

As a single sex school, we recognise that research has shown that our environment empowers girls to maximise their potential, participate fully in all areas of school life and achieve their very best.

Bentley Wood High School is a rich and diverse community. We celebrate our diversity and welcome further opportunities to learn from each other. Our partnership with parents is a strength of the school. Parents consistently provide positive feedback and are very supportive of the school through our Parent Voice group.

We are extremely lucky to be in a school in such a beautiful natural setting. Bentley Wood High School has been described by parents as the 'hidden jewel in the crown' however; our most important treasures are our students and staff.

**I very much look forward to meeting you.**

Dr Janice Howkins OBE

Headteacher



# Job Description: Cover Supervisor

Purpose: To ensure that in the absence of the regular teacher that the work set by the teacher is completed by the students to a high standard

Responsible to: Assistant Headteacher

## Main Duties and Responsibilities

1. To be committed to and to promote the school's vision, aims, objectives and values.
2. To be committed to safeguarding and promoting the welfare of children, there will be involvement in regulated activity relevant to children.
3. Supervise work that has been set by a teacher, and to follow the teacher's instructions.
4. Support students with their work during lessons, at times provide support for students with SEND in lessons.
5. Liaise with the appropriate staff regarding the work that has been set so that the requirements of it are fully understood.
6. Ensure that work, information and feedback from lessons is returned to the appropriate teacher.
7. Provide students with clear instructions and information relating to the work which must be completed by them, establishing a purposeful working atmosphere providing guidance and support to students as necessary.
8. Manage whole classes ensuring the good order and safety of the students being supervised in classrooms whilst they are undertaking this work to ensure a constructive environment.
9. Understand, adhere and implement the School's Behaviour Policy and report, as appropriate using the school's agreed referral procedures, on the behaviour of pupils during the class and on any problems arising.
10. Keep accurate attendance records of students in the supervised lessons.
11. Assist Senior Leadership Group, Operations Manager and Heads of Department with routine administrative tasks.
12. When not covering lessons you will be assigned to a particular task(s).
13. Run a daily homework club between 15:15 and 16:00 each day.
14. Support with updating and putting up of displays around the school.
15. Attend all necessary meetings required of the post including those relating to professional development.
16. Undertake such other duties as may be directed by the Headteacher, commensurate with the grading of the post.

**EQUALITY** - Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.

**HEALTH AND SAFETY** - Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

## OTHER DUTIES

All staff are required to participate in training and other learning activities and in performance management and development, as required by the school's policies and practices.

To comply with any reasonable requests from a leader/manager to undertake work of a similar level that is not specified in the job description.

The job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to meet changing regulations or circumstances. These would be commensurate with the grade and title of the post.

# Person Specification:

Qualifications	Essential	Desirable	How measured
Degree level	✓		Application
Evidence of professional development	✓		Application and interview
<b>Experience</b>			
Successful experience of working with 11-18 age group	✓		Application, references and interview
General administrative experience	✓		Application, references and interview
<b>Skills</b>			
Confidence to communicate effectively, clearly and accurately both orally and in writing	✓		Application, references and interview
Good interpersonal skills, a high level of initiative, energy and enthusiasm.	✓		Application, references and interview
The ability to follow instructions as set in order for students to meet the tasks required.	✓		Application, references and interview
The ability to work as a member of a team and to have sensitivity and tact in dealing with a wide range of young adults and people.	✓		Application, references and interview
The ability to remain calm under pressure, maintain complete confidentiality and discretion at all times.	✓		Application, references and interview
Experience of working in or working with schools		✓	Application, references and interview
<b>Knowledge</b>			

Good literacy and numeracy skills, a good general education and an interest in learning.	✓		Application and interview
<b>Qualities</b>			
Commitment to student safeguarding and well being	✓		Application, references and interview
A commitment to the positive behaviours of students	✓		Application, references and interview
Commitment to equal opportunities	✓		Application, references and interview
A willingness to share in the school's educational vision	✓		Application, references and interview
Strong team player	✓		Application, references and interview
Self-motivation and a sense of initiative	✓		Application, references and interview
Open and transparent work ethic	✓		Application, references and interview
Flexible and adaptable in approach and hours if necessary	✓		Application, references and interview
Professional conduct and personal integrity	✓		Application, references and interview