



# HEDDINGHAM SCHOOL AND SIXTH FORM

Candidate Information

**Cover Supervisor**

ACHIEVEMENT & EXCELLENCE





**HEDINGHAM SCHOOL  
AND SIXTH FORM**  
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October 2021

**OFFICIAL SENSITIVE**

Dear Candidate

Thank you for your interest in this position, particularly during these challenging times.

Please find enclosed an Application Pack outlining the process you should follow. I appreciate the time and effort it takes to prepare and make an application and I thank you in advance. When writing your Letter of Application, please address the job description and person specification enclosed and explain why you are now equipped to move into this role, specifically at Hedingham School.

The closing date for applications is Monday 18 October. Should you wish to discuss the role prior to making an application please contact Mrs Hillman.

I look forward to receiving your application.

Yours sincerely

Andrew Harvison  
Headteacher

**Headteacher • Andrew Harvison BSc (Hons) PGCE NPQH**

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# Hedingham School and Sixth Form

## Mission Statement

Hedingham School seeks to create a challenging and stimulating learning environment that encourages high expectations for all learners. Students are prepared for life in the 21<sup>st</sup> century through a safe, caring and supportive environment. We strive to foster positive relationships with students and staff, offering mutual respect for all members of the community.'

Our School Motto is:

'Ready', 'Respect', 'Safe'

## Vision

This vision is driven through our school curriculum. Our aim is to ensure that the curriculum delivers the following principles:

- To provide the **knowledge and skills** required to be successful learners
- To create **resilient and independent** learners who are able to meet the challenges of the 21<sup>st</sup> century
- To **prepare** learners for the next step in their education
- To **broaden their horizons** through a rich and varied **enrichment** programme
- To encourage learners to be **active citizens** who contribute positively to the **community**

## **JOB DESCRIPTION**

**Cover Supervisor**

**Salary**

**LGPS 5 Point 8-11 (£15363 - 16303)**

**Effective Date**

**September 2021**

### **RESPONSIBLE TO:**

Assistant Headteacher

line with established policy and encourage pupils to take responsibility for their own behaviour

### **PURPOSE OF THE JOB:**

To supervise whole classes during the short-term absence of teachers. Cover Supervisors will give instructions for the lesson as provided by a teacher and the primary focus of the role will be to maintain good order and to keep students on task. Cover supervisors will respond to general questions and provide general feedback to teachers but will not be required to undertake 'specified work' (planning, preparation, delivery, assessment, recording and reporting of achievement, progress and development). Cover Supervisors will not therefore be subject to a 'system of supervision' other than the general supervision applicable to all staff and will act under the professional direction of teachers.

### **SUPPORT FOR STUDENTS**

- Supervise students engaged in learning activities
- Act as a role model and set high expectations of conduct and behaviour
- Promote the inclusion and acceptance of all students within the classroom
- Keep students on task and respond to general queries

### **SUPPORT FOR TEACHERS**

- Provide objective and accurate feedback to the teacher on the conduct of the lesson
- Keep appropriate records as agreed with the teacher
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in

### **SUPPORT FOR THE CURRICULUM**

- Support the use of ICT where appropriate
- Make appropriate use of equipment and resources

### **SUPPORT FOR THE SCHOOL**

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Participate in training and other learning activities as required
- Attend relevant school meetings as required
- To respect confidentiality at all times

## PERSON SPECIFICATION

<b>EXPERIENCE</b>	-	Experience working with children
<b>QUALIFICATIONS</b>	-	Good general standard of education
	-	Good literacy and numeracy skills
<b>SKILLS</b>	-	Working knowledge of ICT to support learning
	-	Understanding of relevant policies/codes of practice/legislation
	-	Ability to apply behaviour management policies and strategies
<b>QUALITIES</b>	-	To be flexible
	-	Ability to work independently and on own initiative
	-	Ability to engage and empathise with young people
	-	Motivate, inspire and have high expectations of students
	-	Respect confidentiality at all times
	-	Commitment to the value of lifelong learning