



Cover Supervisor

Recruitment Information Pack

Tant Que Je Puis

Advert



Salary: Scale 5 (point 12-17) – Actual Salary: £21,598 - £23,614

Location: Enfield

Start date: January 2021

Would you like to work at a school that has a prestigious past, a wonderful present and a bright future? Would you like to work in a well-established school, proudly rated Good by Ofsted in September 2018? If so, we would like to hear from you.

Our aim is to prepare our boys for the world, both academically and socially. We expect hard work, good manners and in turn provide learning opportunities where all can fulfil their potential. Our motto, "Tant Que Je Puis" (As Much As I Can) is at the heart of our School community and we actively encourage both staff and students to strive for this aspiration. If you share our vision, we would strongly encourage you to apply.

We are currently looking to appoint a Cover Supervisor to provide classroom cover in the absence of teachers. This role will suit someone with previous experience in a similar role, providing cover within an educational establishment or a school.

Enfield Grammar School is an 11-18 boys' comprehensive school located in the heart of Enfield Town. For more information about the School, please visit www.enfieldgrammar.org

We Offer:

- Access to opportunities for self-development and regular Continuing Professional Development sessions.
- A health care plan, including reimbursement for optical, dental, physiotherapy and a range of other areas, access and counselling.
- On site gym facility provided by Nuffield Health.
- Strong commitment to equality, diversity and inclusion.

You Will:

- Be passionate about education and committed to contributing to the School community.
- Have the highest standards at all times to ensure maximum progress and outcomes for our students.
- Be a positive person able to work effectively as part of a team.

How to Apply:

To apply please complete and submit an application form to applications@enfieldgrammar.org or online via the TES portal. If you have any questions regarding the role, please contact Mr Purrier, Deputy Headteacher, on 020 8363 1095.

The School is committed to safeguarding and promoting the welfare of children and young people. All appointments will be subject to receipt of satisfactory Enhanced DBS check and pre-employment checks.

Closing date for applications: **Thursday 3 December 2020**

Interviews will take place w/c 7 December 2020

Ofsted 2018:

"Pupils, sixth form students and staff are proud of their school."

"Leaders and teachers are ambitious for their pupils. Leaders understand the importance of good behaviour for learning."

"Leaders train teachers well to improve the quality of their teaching. This training is having a marked positive impact on pupils' learning and their progress."

Closing Date: 3 December 2020

About the School



Enfield Grammar is a successful school with a strong tradition and excellent reputation. We were rated 'Good' in our recent Ofsted inspection (September 2018) and continue to strive to improve outcomes for students. We take great pride in our comprehensive CPD programme that allows all staff to develop their practice and expand their skill set.

Enfield Grammar School is rightly proud of its fine traditions and examination achievements. We are also a school which is intent on ensuring that the breadth and quality of education will, as far as is possible, equip all of our pupils to meet the rapidly changing demands of the future.

We are a Specialist Sports College and converted to Academy status in August 2011. The School has achieved the 'NACE Challenge' and 'Investors in People' awards. There is a strong commitment to supporting staff development.

The School is based on two sites. The Upper School is a mixture of original 16th and more recent 20th Century buildings and is situated just off the Market Square in the centre of Enfield Town. The Lower School, some five minutes' walk from the Upper School, is a 17th Century listed building which houses Years 7 and 8. The school roll is approximately 1100 boys, of whom some 210+ are in the Sixth Form.

The School has a strong commitment to extra-curricular activities of all forms and it is expected that all potential members of staff would be willing to support this commitment. As a comprehensive school dedicated to serving the local community, as it has done since 1558, we admit 180 boys each year, representing the full range of ability from diverse ethnic and cultural backgrounds.



Job Description



SALARY: Scale 5 (point 12-17)
Actual salary of £21,598 - £23,614
36 hours per week x 39 weeks per annum (hours to be agreed with Line Manager)

RESPONSIBLE TO: Deputy Headteacher

KEY DUTIES

- To supervise classes and support students, using prepared resources, during teacher absences.
- To allocate, explain and oversee cover work set by class teachers.
- To follow and implement the School's behaviour policy, managing pupil behaviour and dealing promptly with conflicts and incidents.
- To maintain the quality of learning in lessons where the classroom teacher is not able to be present.
- To set appropriate expectations and establish productive, supportive working relationships with students and staff.
- Liaise with teaching staff regarding work set in the class and pastoral staff as appropriate and provide objective and accurate feedback to teachers on the conduct of the lesson (including completing a lesson feedback form).
- Supervision of sixth form students in the study room.

OTHER DUTIES:

- To undertake activities with whole classes, individuals or small groups of students.
- To supervise breakfast, lunchtime and after school clubs.
- To invigilate both internal and external examinations, as required.
- To promote positive values, attitudes and good pupil behaviour.
- To support with school office administration as required.
- To undertake other duties and responsibilities commensurate with the grade of post, as required.
- To operate within agreed legal and ethical boundaries particularly with regard to child protection and safeguarding.
- To carry out duties in accordance with health and safety legislation and school policy.
- To promote inclusion and equality of opportunity for all students in accordance with school policy.
- To take responsibility for personal and professional development, in conjunction with the Line Manager, keeping up-to-date with developments related to school effectiveness and efficiency.

Person Specification



Knowledge and Skills

- Have the necessary skills to safely manage classroom activities, e.g. presence, authority, ability to provide clear instructions, responsive, positive body language, ability to interact with students
- Basic knowledge of SEN and other learning barriers.
- Ability to use language and other communication skills that students can understand and relate to.
- Ability to establish positive relationships with students and empathise with their needs.
- Have excellent communication skills and interpersonal skills.
- Ability to use Microsoft office and learn the School's MIS system.
- Have excellent organisational and time management skills.
- Ability to prioritise in a fast-paced environment.
- Ability to work under pressure and remain calm.
- Ability to implement a range of learning strategies as set out in the School's behaviour policy.
- Ability to diffuse/deescalate conflict in the classroom.
- Understanding of a secondary school environment.

Qualifications

- Excellent literacy and numeracy skills
- GCSE passes in Maths and English

Experience

- Being able to effectively apply a range of strategies to deal with classroom behaviour as a whole, and individual behavioural needs.
- Experience of working with young people in a school setting.

Attitude and Personal Qualities

- Commitment to maintaining high standards and expectations.
- Ability to use initiative.
- Ability to work as part of a team and independently.
- Be prompt and reliable.
- Ability to adapt and respond to a variety of situations.
- Ability to foster collaborative working relationships with all staff and pupils.
- Commitment to safeguarding and promoting the welfare of children and young people.
- Ability to demonstrate an awareness of equality and diversity and to promote these through working practices.

Safeguarding



Enfield Grammar School is committed to safeguarding and promoting the welfare of children, and safe recruitment of staff is central to this commitment. We will ensure that our recruitment practices are robust, and that our selection procedures prevent unsuitable people from gaining access to children. All adults who work with or on behalf of children and young people in our school must be competent, confident and safe to do so.

All posts working with children should be aware of, and share the commitment to safeguard and promote the welfare of children and young people when applying for jobs within Enfield Grammar School.

This commitment is expressed through the following requirements:

Recruitment

Failure to adhere to the following requirements means that an applicant will not be employed to work at Enfield Grammar School.

- Applicants will be required to undertake an enhanced DBS (Disclosure Barring Service) check if an offer of employment is made and will not be able to take up post until a satisfactory check has been received.
- Applicants are required, when completing an application for a post within the school, to supply full education and employment history since leaving secondary school, with explanations for any gaps.
- An applicant's personal commitment to safeguarding children and young people will be explored through the interview process.
- Successful applicants must show proof of identity and qualifications certificates (as appropriate), along with various other pre-employment clearances before a firm offer of employment is made.
- Prior to taking up post, applicants will be expected to sign the School's Code of Conduct, which commits them to upholding the highest standards in public life, both in the way they undertake their professional duties, and in their personal conduct.

Employment

Failure to adhere to the following requirements may result in summary dismissal:

- To participate in induction processes, professional line management and annual appraisal, where the employee's ability to safeguard children, young people or vulnerable adults through professional involvement and personal conduct will be guided and assessed.
- To undertake mandatory training, including child protection training, as appropriate to their duties.
- To familiarise themselves with all relevant policies and procedures, produced by the School, including procedures for managing allegations against staff.