



**WEST HATCH HIGH SCHOOL**  
*a Specialist Business and Enterprise School*

"THE BEST THAT I CAN BE"

Headteacher: Mr D Leonard BSc (Hons), Med  
High Road, Chigwell, Essex, IG7 5BT

## **Cover Supervisor**

**Required September 2021**

**31.5 hours per week**

**38 weeks per year plus 1 week CPD/term time**

**Scale 4, points 6 to 7 £14,965 - £14,251(Actual salary)**

We are looking for a high calibre applicant to join our Cover Supervision team in our busy and popular school. You will be required to supervise whole classes to cover the short term absence of a teacher. Work is set for covered lessons by the class teacher and you will teach across a range of subjects and year groups. The post is also suitable for those considering teacher training, offering valuable experience.

West Hatch is a family and we are dedicated to developing staff and students into successful leaders. We offer wide ranging opportunities for staff to develop and take on roles that will support and open doors for them to progress in the future.

This is an exciting time to join West Hatch with an expansion of 350 students, links being developed with UEL to create a bespoke MA pathway for staff and a thriving Sixth Form in the top 25% of schools Nationally over the last three years; come and be a part of our future.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in the commitment. This appointment is subject to an enhanced DBS check and positive references.

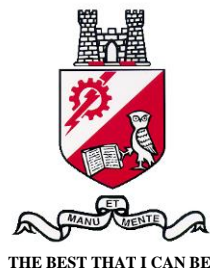
Further details about this post and an Application Form are available by visiting our School website at [www.westhatch.net](http://www.westhatch.net)

If you require additional information please contact [recruitment@westhatch.net](mailto:recruitment@westhatch.net)

Closing date: Monday 24<sup>th</sup> May 2021 at midday

High Road, Chigwell IG7 5BT  
Tel: 020 8504 8216 Fax: 020 8559 2695  
Email: [recruitment@westhatch.net](mailto:recruitment@westhatch.net)

**Early applications are encouraged as we will review applications as we receive them; and applicants may be contacted before the closing date.**



# West Hatch High School

**JOB DESCRIPTION:**            **Cover Supervisor**  
**LGS Band 3 (mid capped) Pt. 6-11**  
**Term time only**

**Responsible to:**                Cover Managers

**Purpose of Post:**                To supervise whole classes during the short-term absence of teachers. The Cover Supervisor 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 pupils on task. The Cover Supervisor will respond to general questions and provide general feedback to teachers, but will not be required to undertake 'specified work' (planning, preparation, assessment, recording and reporting of achievement, progress and development).

## **Duties and Responsibilities:**

### **Support for Pupils**

- \* Supervise pupils engaged in learning activities
- \* Act as a role model and set high expectations of conduct and behaviour
- \* Promote the inclusion and acceptance of all pupils within the classroom
- \* Keep pupils on task and respond to general queries
- \* Deal with any problems or emergencies according to the school's policies and procedures

### **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 line with established policy and encourage pupils to take responsibility for their own behaviour
- \* Participate in staff development and the performance management scheme

### **In addition**

- \* To cover registrations or do a duty as required

- \* To invigilate examinations if required

**If time permits**

- \* To provide classroom support
- \* To assist with school trips
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- \* To support school clubs
- \* To provide admin support in designated areas and also whole school where required

**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,
- \* Report all concerns to an appropriate person
- \* Be aware of and support all pupils in having equal access to opportunities to learn and develop
- \* Participate in training and other learning activities as required
- \* Attend relevant school meetings as required
- \* Respect confidentiality at all times

The above is not necessarily an exhaustive list of the duties to be undertaken and can be amended with negotiation. This is particularly true of new and evolving roles.

June 2020



# West Hatch High School

## Cover Supervisor - Person Specification

General heading	Examples	Essential	Desirable
<b>Qualifications &amp; Experience</b>	Successful recent experience working with children in a school environment	✓	
	Good knowledge of school policies and procedures		✓
	Educated to NVQ Level 3 in learning support or equivalent qualification/experience		✓
	Good working knowledge of ICT to support learning	✓	
	Basic knowledge of First Aid		✓
	Good reading and writing skills	✓	
	Good numeracy skills	✓	
<b>Communication</b>	Ability to complete basic forms and returns.	✓	
	Ability to use clear language to communicate information unambiguously Ability to listen effectively	✓	
	Ability to negotiate effectively with adults and children	✓	
	Ability to negotiate effectively to achieve best outcomes.	✓	
<b>Working with children</b>	Ability to demonstrate effective implementation of the school's behaviour management policy and strategies which contribute to a purposeful learning environment.	✓	
	Successful completion of training to support SEN if appropriate		✓
	Detailed understanding of the school curriculum		✓
	Good working knowledge of specialist curriculum area(s) if appropriate		✓
	Ability to assess progress and performance and recommend appropriate strategies to support development Motivate, inspire and have high expectations of pupils	✓	
<b>Working with others</b>	Ability to make a proactive contribution to the work of the team supporting children, their families and carers and contribute to group thinking, planning etc.	✓	
	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults	✓	
	Ability to work effectively with a range of adults	✓	
	Contribute to the development and implementation of effective systems to share information	✓	
<b>Responsibilities</b>	Good organisational skills and ability to remain calm	✓	

	under pressure.		
	To be flexible, to follow instructions accurately	✓	
	Ability to manage and support the work of others	✓	
	Ability to manage own time effectively Ability to adapt quickly and effectively to changing circumstances/situations	✓	
	Demonstrate creativity and an ability to resolve problems independently	✓	
<b>General</b>	Demonstrate a commitment to equality	✓	
	Basic understanding of Health & Safety	✓	
	Understand and implement Child Protection procedures, as required	✓	
	Understand and comply with procedures and legislation relating to confidentiality	✓	
	Demonstrate a clear commitment to develop and learn in the role	✓	