

# ENFIELD GRAMMAR SCHOOL



## INFORMATION FOR CANDIDATES



**COVER SUPERVISOR**

# ADVERT



Required from September 2019, a cover supervisor to supervise classes, using prepared materials for short term teacher absence.

Adaptability and flexibility are key in being successful in this role. The successful candidate will have access to the extensive CPD programme that the whole staff are entitled to and will be given opportunities to develop their career within education.

Enfield Grammar is an 11-18, 6 form entry boys' comprehensive school that is heavily oversubscribed every year. We are a Specialist Sports College and converted to Academy status in August 2011. We provide a secure learning environment for our pupils in a combination of modern and historic buildings in the heart of Enfield Town.

The School is committed to safeguarding and promoting the welfare of children and young people and anyone applying to work in our School is expected to share this commitment. Any appointment is subject to a satisfactory Enhanced with Barred List check through the Disclosure and Barring Service (DBS).

For an application form (CVs not acceptable) and information pack, please contact either the School Office by telephone on 020 8363 1095 or download the details from the School website: <http://www.enfieldgrammar.com/about-us/vacancies/>

**The closing date for applications is Wednesday 4 September 2019 (12 noon)**

**Interviews will take place week commencing Monday 9 September 2019**

**Closing date: 12 noon, Wednesday 4 September 2019**

# LETTER FROM THE HEADTEACHER



Dear Applicant

May I thank you for your interest in this post. I hope that the information provided, alongside the school website, is sufficient to enable you to make your application.

Ideally, we'd love you to visit us to see us in action. We then would be confident you would apply to join us. If you would like to visit then please contact Mr Simon Purrier, Deputy Headteacher, who will be pleased to be of assistance.

I recognise that preparing an application is a time-consuming process. Consequently, I should like to thank you in advance for submitting your application. If you are not successful in being shortlisted for interview, may I wish you every success in the future in your search for a suitable job.

Please do not hesitate to contact Mr Simon Purrier, Deputy Headteacher, should you require further details.

Yours sincerely

A handwritten signature in black ink, appearing to be 'C. Lamb'.

C Lamb  
**Headteacher**

# 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 £20,916 – 22,868  
36 hours per week x 39 weeks per annum (hours to be agreed with Line Manager)

**RESPONSIBLE TO:** Duty Manager and Deputy Headteacher

## **PURPOSE OF ROLE:**

To supervise classes and support students, using prepared resources, during teacher absences.

To supervise and support students, as required, with their studies outside of normal lessons and to establish an appropriate learning environment conducive to learning.

To maintain the quality of learning in lessons where the classroom teacher is not able to be present.

## **RESPONSIBILITIES:**

- Within an agreed framework of supervision, during the short term absence of the teacher, supervise and support students undertaking work and support work to establish an appropriate learning environment.
- To undertake activities with whole classes, individuals or small groups of students.
- To create/run/supervise breakfast, lunchtime and after school clubs.
- To promote positive values, attitudes and good pupil behaviour.

## **SPECIFIC DUTIES:**

The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time, including assisting with administrative tasks.

- To be responsible for a class of pupils in lesson time with due regard for their health & safety and the school's high expectations and work ethos.
- To convey instructions on work left by absent teacher, to the class both verbally and visually (as required) and state the learning aims of the lesson.
- To supervise and, where possible, support pupils in their class work or learning activities ensuring that the work set is undertaken with due regard to the time allocated.
- To manage pupil behaviour and deal promptly with conflicts and incidents in line with school policy.

# JOB DESCRIPTION



- 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);
- Where appropriate, to draw upon the expertise of other adults in the classroom, e.g. Learning Support Assistant, technical staff;
- To safeguard the health and safety of the students;
- To be prepared to improvise, if required, and to seek help from other members of staff as required;
- To provide lunchtime cover as required;
- Attend and participate in relevant meetings, training and other learning activities and performance development as required.

## **OTHER DUTIES:**

- To invigilate both internal and external examinations, as required.
- To carry out subsidiary tasks as agreed with the Line Manager, which could include preparation of resources, photocopying, display work and general administration tasks.
- To accompany teaching staff and students on visits and out of school activities, as required, including taking responsibility for a group under the supervision of a teacher.
- To attend regular staff meetings and participate in training and other learning activities, as required.
- Every member of staff is expected to show respect to their colleagues and to understand and adhere to the School's values; they are also expected to work collegially and to support all the teams with which they have contact in achieving the School's objectives.
- To carry out any other duties commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training.

## **CONTINUING PROFESSIONAL DEVELOPMENT:**

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 & Skills	Criteria	Essential	Desirable	Assessment Method		
				Application A	Interview I	Task T
				A	I	T
	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	√		√	√	√
	Have excellent communication skills and interpersonal skills.	√		√	√	√
	Ability to use Microsoft office and learn the School's MIS system.	√		√		
	Have excellent organisational skills.	√			√	√
	Ability to prioritise in a fast paced environment.	√			√	√
	Ability to work under pressure (resilience) 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.	√			√	√
Qualifications	Excellent literacy and numeracy skills	√		√		
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.	√		√	√	√
Attitude and Personal Qualities	Have a caring and positive nature.	√			√	√
	Ability to use initiative.	√			√	√
	Ability to work as part of a team and on your own.	√			√	
	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.	√			√	√

# COMMITMENT TO 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.