

# BRENTSIDE HIGH SCHOOL

LEARNING AND ACHIEVING TOGETHER



**Cover Supervisor  
Recruitment Pack**



## Message from the Headteacher

Dear Prospective Candidate,

I am delighted that you have shown an interest in the post of Cover Supervisor at Brentside High School and I hope that the information in this pack will encourage you to apply for the position. We seek to appoint a capable Cover Supervisor who will contribute strongly to the provision for our young people; this is an exciting and rewarding opportunity for the successful applicant.

Our school's journey has been one of sustained improvement over time, developing from an undersubscribed school, with below average achievement, housed in poor quality buildings, to the strong school we see today; oversubscribed, with achievement significantly above that of students nationally and now housed in our impressive main school building with an additional, same-site building added in recent years to meet the demand for places.

I believe that our school is unique and that our diversity of experience, belief and culture enriches our classrooms, which are vibrant and responsive. We know that as a school we change lives, and our staff body is committed to taking every opportunity to do so. We work hard to remove students' barriers to learning and benefit from a wide range of partnerships beyond the school. Our support for students goes beyond the academic, but is also reflected in our students' successes. For the past nine years our students' achievement at Year 11 has been significantly above that of students nationally. In addition, for very many years, all of our Year 11 students have completed Key Stage Four with a suite of qualifications, reflecting our inclusive ethos and practice. Our A Level results are usually within the top 10% nationally, though we are particularly proud of two recent years (pre Covid-19) which saw results in the top 2% according to DfE data. We are a high achieving school, and we work hard to ensure this.

We believe that our students have the right to a rich, broad and balanced curriculum. 75%-85% of our students study an EBacc curriculum at Key Stage Four. All students also select an art (visual or performance) at GCSE. This reflects the high value we place on the arts and on other high-quality qualifications such as humanities and modern foreign languages.

The successful candidate can be assured of significant support from the team and the wider staff body. We have a stable, experienced and skilled staff team.

If you would like to speak with a member of our staff team or to visit the school prior to application, please contact Tara Roach, on [t.roach@brentsidehigh.ealing.sch.uk](mailto:t.roach@brentsidehigh.ealing.sch.uk). Completed applications should be received by 12:00 noon on Monday, 2 October 2023.

Yours faithfully

Charlotte Hames  
Headteacher



## Our school

### OUR MISSION

**Brentside High School challenges all to achieve excellence as lifelong learners with the highest expectations of themselves and others. No exceptions, no excuses.**

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“Brentside High School lives up to its vision of high expectations for all with ‘no exceptions no excuses.’ Equality of opportunity sits at the heart of that ambition and is demonstrated through progress made by all groups of students.”  
**(Ofsted February 2020)**

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### The school and its community

Brentside High School is a large 11-19 mixed comprehensive school serving a culturally and socially diverse community in Ealing. The school is popular and oversubscribed and successfully serves the needs of our local community. Our students are complimentary about the school and also very proud to be part of our learning community. There are currently just over 1600 students and 160 staff and the school will grow to more than 1700 students over the next two years.

Our student population is very diverse and representative of the local community. There is no majority ethnic group in the school but White British, Black Caribbean, Asian and White European are all well represented. The diversity of our students is a real strength of the school. The student population is fully comprehensive and nearly 40% of students qualify for pupil premium funding.

Brentside is currently rated by Ofsted as a ‘Good’ school and it is also a National Support School. Being outward looking is important to us, as we firmly believe that by

working in collaboration with other schools and institutions, the experience that we offer to our students is greatly enhanced.

On entry into Year 7 the ability profile of most cohorts is in line with national norms. However, the progress made by our students at both Key Stage 4 and Key Stage 5 is significantly above average. This occurs because of the positive ‘attitude to learning’ displayed by our students and our staff.

### LEARNING AND ACHIEVING TOGETHER

Our school motto ‘Learning and Achieving Together’ underpins everything we do in school from ensuring that all our students are encouraged to achieve their full potential, in and out of the classroom, to the continuing professional development of our highly qualified staff.

Our students are very proud of their school and really are happy, positive and friendly young people that we are proud to serve. We instil into them the realisation that the route to a happy, fulfilling and successful life is through high quality education.



## **Curriculum**

All learners have access to a broad and balanced curriculum, rich in depth and supportive of individual students' needs and aspirations. We believe in social equality and see a breadth of knowledge and skills as key to enabling our students to be confident, informed and capable.

We are ambitious for our students and believe that all should have access to high quality qualifications and to creativity; we pride ourselves on the breadth of our arts provision and also on our EBacc curriculum, enabling all students to study a broad, quality curriculum throughout Key Stage 3 and Key Stage 4, before specialising at Key Stage 5.

Between 75% and 95% of our students study the full EBacc curriculum, with between 5% and 25% of our students studying additional literacy and numeracy or specific subject development lessons.

## **Sixth form**

The school has an active and vibrant Sixth Form offering a wide range of courses to students between the ages of 16 and 19.

The majority of students work towards level 3 (Advanced level) qualifications which will allow them to progress to university. These are A level, CTEC or BTEC certificates and diplomas. In addition, level 3 students study citizenship, PSHE and PE as part of their enrichment curriculum and can study for the extended project qualification (EPQ) as an additional AS qualification.



## Safeguarding Statement

### Principle

Brentside High School recognises that the welfare of the child is paramount and takes seriously its responsibility to safeguard and promote the welfare of the students in its care. The school believes that all children and young people have the right to grow up in a safe and caring environment, which includes the right to protection from all types of abuse.

The students in our care have the right to expect adults in positions of responsibility to do everything possible to foster these rights. They have the right to be safeguarded from harm or exploitation whatever their:

- race, religion, first language or ethnicity
- gender or sexuality
- age
- health or disability
- political or immigration status

Governors and staff in this school understand the importance of working in partnership with children, their parents/carers and other agencies in order to promote children's welfare.

### Purpose

The purpose of the policies which are linked to this statement is to:

- afford protection for the students at Brentside
- enable staff and volunteers to safeguard and promote the welfare of children
- promote a culture which makes this school a safer place to learn

### Scope

All policies apply to the Headteacher, all staff (including supply and peripatetic staff), volunteers, governors or anyone working on behalf of Brentside High School

We will endeavour to safeguard children and young people by:

- valuing them, listening to and respecting them
- involving them in decisions which affect them
- making sure all staff and volunteers are aware of and committed to the safeguarding policy and child protection procedures
- sharing information about concerns with agencies who need to know, and involving children and their parents/carers appropriately
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- adopting a code of conduct for all staff and volunteers
- providing effective management through induction, support and training
- ensuring staff and volunteers understand about 'whistle blowing'
- dealing appropriately with allegations/concerns about staff or volunteers, in accordance with Government guidance



**BRENTSIDE HIGH SCHOOL**

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## **BRENTSIDE HIGH SCHOOL Cover Supervisor**

**Term Time Only plus 5 Inset Days (35 hours per week)  
Salary Scale Pt 18 (£30,840) to Pt 20 (£31,872)  
Actual salary £26,522 - £27,409 per annum**

We require at our successful, mixed, multi-ethnic 11-19 comprehensive school of 1,600 students, an enthusiastic and reliable Cover Supervisor. The post holder will undertake whole class supervision in the absence of the class teacher, supporting students to access work previously prepared by the teacher.

The candidate should have the ability to relate well to children and adults alike with an understanding of the principles of child development and learning processes. They should possess good numeracy and literacy skills and a willingness to use ICT as required. It is essential that the successful candidate is capable of working constructively on their own initiative and as part of a team.

The school is committed to safeguarding children and the successful candidate will be required to apply for an enhanced disclosure from the DBS. Further information regarding this can be found at <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

To apply for this position, please download our application form from our website [www.brentsidehigh.ealing.sch.uk](http://www.brentsidehigh.ealing.sch.uk) or alternatively email [t.roach@brentsidehigh.ealing.sch.uk](mailto:t.roach@brentsidehigh.ealing.sch.uk) to request one.

**Application closing date: Monday, 2 October 2023 (12:00 noon)**



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## **JOB DESCRIPTION**

### **Job Title**

Cover Supervisor

Term Time Only + 5 INSET Days

### **Responsible to**

Member of the Senior Leadership Team

### **Main purpose of the job**

In absence of the class teacher, to work as a cover supervisor in the school under the supervisory arrangements established by the school and to contribute to the effective day to day running of the school.

### **Duties and Responsibilities**

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the duties listed below are in no order of priority and are not exhaustive. The job description or the duties herein may vary or be amended from time to time without changing either the level of responsibility or the financial remuneration associated with this post.

### **Job Description**

1. To undertake whole class supervision in the absence of the class teacher, delivering lessons previously prepared by the teacher.
2. To apply the school's behaviour management policy and report any difficulties following the school system to the class teacher/Subject Leader/line manager.
3. To set homework previously prepared by the teacher.
4. To administer class assessments.
5. To undertake examination invigilation as required.
6. To manage the behaviour of students to ensure a purposeful learning environment.
7. To respond effectively and efficiently to questions from students about process and procedures.
8. To assist students to undertake set activities as appropriate.
9. To deal with any immediate problems or emergencies according to the school's policies and procedures.
10. To collect completed work after the lesson and return it to the appropriate teacher.

11. To establish productive working relationships with students, by acting as a role model and setting high expectations.
12. To report back as appropriate using the school's agreed referral procedures on the behaviour of students during the class and any issues arising.
13. To promote the inclusion and acceptance of all students within the classroom.
14. To support students consistently whilst recognising and responding to their individual needs.
15. To encourage students to interact appropriately and work cooperatively with others and engage all students in activities.
16. To be aware of and comply with current policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
17. To contribute to the overall ethos/work/aims of the school.
18. To participate in training and other learning activities as required.
19. To supervise students on visits, trips and out of school activities as required.
20. To undertake patrol and school duties as required.
21. To fulfil any other duties as required, commensurate with the post.

This job description is current at the date shown but may be changed by the headteacher, to reflect the experience of the successful candidate.

### **Person Specification**

1. Ability to relate well to children and adults.
2. Understanding of the principles of child development and learning processes.
3. Good numeracy and literacy skills.
4. A willingness and ability to use ICT as required.
5. Ability to work constructively on own initiative and as part of a team.



## Contact details

**Brentside High School**  
Greenford Avenue,  
Hanwell, London W7 1JJ

**Telephone**  
020 8575 9162

**E-mail**  
[info@brentsidehigh.ealing.sch.uk](mailto:info@brentsidehigh.ealing.sch.uk)

**Website**  
[www.brentsidehigh.ealing.sch.uk](http://www.brentsidehigh.ealing.sch.uk)

### How to find us

#### Public transport

The school is served by various bus routes as follows:

E1, E3 and E11 buses stop close to the entrance on Greenford Avenue

E2, E9, E7, E10, buses stop on Ruislip Road East. The main entrance to the school is close by.

#### Tube stations

Ealing Broadway (Central and District Line). Take E1, E2 (destination Greenford Broadway) E9 (destination Barnhill Estate) or E10 (destination Northolt) from Haven Green (directly opposite the station). Alight at Brentside High School on Ruislip Road East.

Greenford (Central Line). Take the E6 bus from the stop opposite the station and alight at Greenford Road, near Greenford Broadway. Buses travelling from Greenford Broadway in the direction of Ealing stop outside the school. (E1, E3, E2, E9, E7, E10). Mini cab service available at Greenford Tube station.

#### Main line

Hanwell railway station (GWR mainline) is a short bus ride away (E3)

#### Parking

60 parking spaces available on site for staff.

Please contact Tara Roach if you require on-site parking for the day of the interview.

