



CANDIDATE BRIEF COVER SUPERVISOR


QUEENSMEAD
excellence through learning

LETTER FROM THE HEAD TEACHER



Dear Applicant

I am delighted that you are expressing an interest in working at Queensmead. I took up the position of Head Teacher in 2009 and it fills me with pride when I reflect on what we have achieved in this time and how we continue to build on our outstanding work. We are committed to ensuring that every student at Queensmead excels and has the very best start in life. Our standards are high and our expectations are clear and consistent.

During my time I have seen some exceptional teachers and also witnessed remarkable growth in teachers. I am proud that several members of my leadership team started their careers as ECTs in our school. We are committed to your development and providing you with the opportunities and support to progress in your career.

I wish you luck with the application process and invite you to visit us and see the school for yourself. Indeed, it was the students and the team that inspired me and many others to join Queensmead!

If you have any questions on the recruitment process, please email recruitment@qmschool.org.uk or visit our website:- www.queensmeadschool.org.uk

Yours sincerely

Rhona Johnston
Head Teacher

HOW TO APPLY



Applications must be received by **9am** on **Wednesday 25th June 2025**.

Please email your completed application form and covering letter for the attention of the Head Teacher to:
recruitment@qmschool.org.uk

If you have any questions, please email recruitment@qmschool.org.uk

JOB DESCRIPTION



The main function of this job is to supervise classes of students in the event of teacher absence. Cover Supervisors would typically be used to cover absences of 10 days or fewer (beyond this we would normally seek specialist supply teachers).

Main Responsibilities of the Post

- Support students' learning through the active supervision of classes or small groups to ensure that they are positively engaged in set learning activities
- Work under the guidance of the class teacher(s) in the planning and implementation of work programmes with individuals, groups of students or the whole classes, to promote effective teaching and learning whilst covering lessons
- Communicate effectively, the work set by the class teacher to the students, and ensure that students complete the tasks set by the teacher
- Manage the behaviour of students in accordance with school policy to ensure a constructive learning environment
- Manage students in a way that ensures they remain safe
- Undertake relevant administrative and organisational tasks related to your duties, such as attending assemblies, registering attendance, and distributing and collecting materials
- Use ICT to support students' learning in accordance with school policy
- Invigilate tests and examinations
- Escort and supervise students on educational and out-of-school activities
- Develop and promote positive relationships
- Develop and maintain positive working relationships with other practitioners
- Reflect on and develop your own practice
- Provide routine clerical and administrative support when not undertaking student supervision
- Collect completed work after the lesson and return it to the appropriate teacher
- Deal with any immediate problems or emergencies according to the school's policies and procedures
- Other tasks as may reasonably be requested

- Be aware of and uphold the school's policies and procedures, and contribute towards their development
- All staff have a responsibility for promoting and safeguarding the welfare of the children and young person s/he comes into contact with.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, 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
- Contribute to the overall ethos / work / aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of a teacher

PERSON SPECIFICATION

Education / Qualifications / Knowledge

Essential - Good numeracy / literacy skills

Desirable - No specific formal qualification but NVQ Level 3 or equivalent as minimum preferred / Understanding of principles of how young people learn and develop / First Aid qualification / Knowledge of effective behaviour management strategies

Experience

Desirable - Experience of working within a school

Aptitudes and Skills

Essential - Ability to manage classroom activities and the physical learning space safely / Ability to manage student behaviour effectively / Ability to use ICT / Excellent verbal and written communication skills / Ability to be flexible and adaptable / Ability to use own initiative

Personal Attributes

Essential - Conscientious / Reliable / Reasonable / Calm / Understand the principles of confidentiality / Good sense of humour

Equal Opportunities

Essential - Commitment to inclusion and diversity

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