



Copthall School

Candidate Information Pack

Cover Supervisor



A Positive Learning Environment that inspires a passion for learning so that every student progresses and thrives



Dear Candidates

Thank you for your interest in the position of Cover Supervisor at Copthall School at this exciting time for our organisation. I would like to welcome you personally, and I hope that you will find here all the information you need to inspire you to join our team.

Copthall School is a high achieving and exceptionally successful girls' comprehensive school for students aged 11 to 18. Our mission statement, 'Excellent Education for All' and our five key Values underpin everything that we do to ensure all our students leave us confident, ambitious and determined to be the very best they can be.

Student mental health and wellbeing is woven throughout our pastoral programme and sits front and centre of our school development plan as does our commitment to Equality Diversity and Inclusion. Our aim is to ensure our students have the best possible education and pastoral care so that they can remain happy, healthy and thrive socially, emotionally and physically.

Academic excellence, inclusivity and strong pastoral care is what we are renowned for. We create a safe and nurturing space and we work in partnership with a range of organisations and companies to build our students' confidence, broaden their experiences and develop their curious minds. Our unique partnership with Mill Hill Independent School will continue to grow and expand to ensure staff and students across both schools are able to benefit from what our partnership has to offer. In preparing our students for the future we will endeavour to provide them with the skill set they will need including complex problem solving; critical thinking; creativity; emotional intelligence; judgement; and decision making; negotiation and cognitive flexibility. We want to ensure they play important influential and aspirational roles, ready to make a positive contribution to society.

Our Governing Body is strong and highly ambitious for the school. Their award by the NGA for Outstanding Governance is further evidence of their ambition. They have a wealth of expertise in a range of areas and are very committed to ensuring we deliver first class educational opportunities to the communities we serve and make a difference to the lives of the girls who learn with us.

We want you to look forward to each day at our school. We expect hard work, skill and dedication to our core values, and in return we will provide you with outstanding experiences and training opportunities including access to a full suite of NPQs. Our provision for ECTs is strong and delivered by Ambition Institute, a leading provider in this field. We have a strong focus on staff well-being and have a range of incentives which include staff well-being days.

I am immensely proud to have received the TES Headteacher of the Year award in 2020 in recognition of the wonderful work that has taken place at Copthall and I would be delighted to welcome you to join our Copthall family so if you feel you can make a positive contribution to our school, please apply online via our website, www.copthall.barnet.sch.uk. If you would like to discuss a role or have any queries, please call 0208 959 1937 (during term time) or email recruitment@copthall.barnet.sch.uk.

I look forward to receiving your application.

Yours sincerely

Evelyn Forde MBE - **Headteacher**



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ABOUT COPTHALL

As a girls' non-selective comprehensive academy, Cophall offers the rare opportunity of single-sex education for students of all abilities. We are a values driven school which was noted by Inspectors in May 2018 when they commented "The school's values of respect, equality for all, support and safety, aspiration and responsibility underpin this improving school"

Many girls stay on to join our vibrant Sixth Form, from where the vast majority progress to higher education, with a number achieving places at Russell Group universities. In addition, the school also offers a strong and varied vocational curriculum. "Students benefit from strong teaching and outcomes, which are rigorously checked by effective leadership in the sixth form" *Ofsted 2018*.

OUR LOCATION

Cophall School is located in one of London's more prosperous and leafy boroughs and the area offers a wealth of good quality social, sporting and shopping facilities. That does not mean however, that we do not have to face social issues similar to many inner-city schools and there is a substantial amount of deprivation in our catchment area.

VISION AND VALUES

Our Vision and Value statements are borne from our commitment to girls' education, we want to ensure that they can take their rightful place in society. We work together to communicate the vision so that any obstacles to success are removed.

Mission Statement: Excellent education for all - *A Positive Learning Environment that inspires a passion for learning so that every student progresses and thrives*

Values:

- **Respect:** Pride and respect in the cultural diversity of our school and the global environment in which we live
- **Equality for all:** An environment of kindness and tolerance that demonstrates equality for all
- **Support and Safety:** A school that cares and is inclusive, supportive and safe for all
- **Aspiration:** Expectation and celebration of high standards of aspiration and achievement in learning and life
- **Responsibility:** Being responsible and ready for learning

Vision Statements:

- **EMPOWER:** To create an environment that empowers every member of our diverse school community to thrive
- **PREPARE:** To foster progression, adaptability, resilience, creativity and empathy in our young women preparing them with the skills and qualities to succeed and have choices in their adult life
- **FIRST CHOICE:** To be a first-choice school for young women
- **BROAD & ASPIRATIONAL:** To provide a broad, relevant and aspirational education
- **PASSION FOR LEARNING:** To create a positive learning environment that inspires a passion for learning so that every student progresses and thrives

- To create a positive learning environment that inspires a passion for learning so that every student progresses and thrives (this is the teaching and learning vision)

FOCUS

We have a relentless focus on improving teaching and learning; this includes collaborative planning and coaching, both of which have been hugely developmental for staff. The way we improve teaching is through a series of steps which allow teachers to improve on one aspect of their teaching at a time before moving onto another area. We also use leadership coaching, according to need. Both models facilitate teachers to spend significant time on chosen aspects of their practice, in line with research into effective professional development and the motivating effect of autonomy.

The DNA of our school is *good* and we will continue to strive for excellence. The Governors and I hope you would want to be part of our journey.





Copt Hall School is committed to the protection and safety of Children and young people. All staff are expected to share this commitment.

Job description:	Cover Supervisor
Responsible to:	Deputy Head
Hours of work:	33 Hours per week 8.00am – 3.30pm Monday to Friday 38 Weeks (Term Time to include Inset Days)
Salary:	SCP8 - SCP10 (£20,345 - £21,022)

The Role

- To supervise whole classes during the short term absence of teachers, giving instructions for the lesson and ensuring good order is maintained and all pupils are kept on task.
- To offer support and guidance to students during lessons to enable them to complete work to a good standard.
- To respond to general questions and provide general feedback to teachers following the delivery of cover lessons.
- The Cover Supervisor will not be required to undertake 'specified work' e.g. planning, preparation and assessment of students' work.
- In addition to covering lessons, the Cover Supervisor will work with small groups of students within the SEND department, either in groups or on a 1-2-1 basis to support their learning, behaviour and engagement with school and lessons.
- Assist in the support of SEN pupils / department on a regular basis.
- Oversee the schools breakfast club

Key Responsibilities

Lesson Supervision

- To give instructions for the lesson as provided by a teacher.
- To maintain good order and keep pupils on task, responding to general queries.
- To supervise pupils engaged in learning activities and establish a constructive, safe and ordered atmosphere in the classroom.
- To uphold the school's visions and values through the interaction with students.
- To manage student behaviour to ensure a constructive working environment in accordance with the school's Reward and Sanctions Policy
- To ensure pupils enter and leave classrooms in an orderly fashion.
- To act as a role model and set high expectations of conduct and behaviour.
- To promote the inclusion and acceptance of all pupils within the classroom.
- To liaise with Curriculum Leaders of subject where additional support is needed.
- To provide objective and accurate feedback to the teacher on conduct and progress made within the lessons.
- To keep appropriate records as agreed with the teacher.
- To support the use of ICT where appropriate.
- To make appropriate use of equipment and resources and ensure that the classroom is left tidy.
- To collaborate with the pastoral team and work with targeted students, helping them to overcome barriers that they may have to their learning.
- To work with form groups, offering pastoral support where necessary which is in line with school and

national policies.

Administration

- To provide administrative support as directed by LM/SLT Lead for Cover when not covering lessons or mentoring students.

Other

- Supervise students on 'outside' of classroom activities e.g. trips and off site activities
- Supervision of students before and after school and during break and lunch times
- Undertake pastoral duties, including supporting pupils and liaising with the safeguarding team e.g. form tutor cover
- Undertake training and development relevant to the post.
- To demonstrate a commitment to equality of opportunity for all members of the School's community.
- To uphold the School's policies with consistency and diligence

Person Specification

Qualification Criteria

Right to work in the UK (Essential)

First aid qualification (Desirable)

Maths and English GCSE grade C or above or equivalent qualification (Desirable)

Personal Characteristics

Helpful, positive and calm nature (Essential)

Able to communicate and relate well with children, parents and members of the community (Essential)

Keen to learn and develop own skills (Essential)

Flexible attitude with the ability to adapt quickly to new demands (Essential)

Motivated to work with children and young and help them succeed (Essential)

Genuine belief in the potential of every pupil (Essential)

Committed to the values and ethos of the School (Essential)

Knowledge and Experience

Good numeracy and literacy skills (Essential)

Strong written and verbal communication skills: able to communicate effectively with students and colleagues (Essential)

Understanding of child/young people's development and learning processes (Desirable)

Understanding of classroom roles and responsibilities (Desirable)

Ability to supervise pupils and establish a constructive, safe and ordered atmosphere in the classroom (Essential)

Good organisation skills and a flexible attitude towards work (Essential)

Other

Understanding of the importance of confidentiality and discretion (Essential)

Committed to equality of opportunity and the safeguarding and welfare of all pupils (Essential)

Willingness to undertake training (Essential)

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