

# Coombe Girls' School

## Cover Supervisor Appointment Information Pack

## Message from the Headteacher

Thank you for your interest in the post of Cover Supervisor at Coombe Girls' School and Sixth Form.


At Coombe, we are passionate about giving students access to a wide range of experiences and the best possible education during their time with us. Our deep-rooted belief in a rounded and broad education goes alongside a commitment to academic excellence for all our students, regardless of background or context.

Our students make excellent progress from their starting points whilst at our school. We have a long tradition of innovative, research led teaching, which enables our students to flourish and thrive. We put significant emphasis on developing our teaching and learning and are committed to maximising the benefits of a girls' school education. We welcome a good number of boys into our sixth form and work closely with colleagues from the other schools in the Coombe Academy Trust to our mutual benefit. More about the Coombe Academy Trust can be found [here](#).

We are looking for a Cover Supervisor to oversee pupil study when a teacher is unavailable due to courses, trips, sickness or other absence. It is a fantastic opportunity for you to gain experience in a school, particularly if you are interested in training to teach in the future.

Thank you for taking the time to find out more about this role. Please do contact me at school if you have any questions or would like a tour of the school. I look forward to receiving your application.

Best wishes,



**Emily Barns**  
Headteacher



## Coombe Girls' School

### Job Description: Cover Supervisor

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This academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

**Department or area:** Cover

**Responsible to:** Operations Manager

**Responsible for:** Supervising a whole class of pupils when a Teacher is absent

#### **Purpose of the post:**

- Supervising work that has been set in accordance with the school policy
- Managing the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment

#### **Professional Values and Practice:**

- Staff demonstrate high expectations of all pupils; respect their social, cultural, linguistic, religious and ethnic backgrounds; and are committed to raising their educational achievement.
- Treat pupils consistently with respect and consideration, and are concerned for their development as learners.
- Demonstrate and promote the positive values and attitudes they expect from their pupils.
- Communicate sensitively and effectively with parents and carers, recognising their roles in pupils' learning and their rights, responsibilities, and interests in this.
- Understand the contribution that all staff and other professionals make to teaching and learning.
- Contribute to, and share responsibility in, the corporate life of the school.

#### **Main Responsibilities and Tasks**

- Supervise pupils in lessons or examinations.
- Liaise with Heads of Department and Line manager as required.
- Explain cover work to pupils.
- Respond to any questions from pupils about process and procedures.
- Deal with any immediate problems or emergencies according to the school's policies and procedures.
- Help pupils with the organisation of materials and their work.
- Collect in work or comply with any special instructions requested by the usual teacher.
- Ensure orderly lessons with a formal start and dismissal in line with school policy and procedures.

- Work within the school behaviour policy.
- Break Duty once a week.
- Comply with any other reasonable request from the Headteacher.

### **School Development Plan Focus:**

Manage and support implementation of the School's development plan.

### **Appraisal:**

Participate in any arrangements within an agreed national framework for the appraisal of performance.

### **Key Internal Relationships:**

Students and all staff.

### **Key External Relationships:**

Parents.

### **Health & Safety:**

Ensure that there is a safe working environment in which risks are properly assessed. Work within the school's Child Protection Policy and the Health and Safety Policy

### **Terms of Employment**

#### **Time**

*The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder must use Directed Time in accordance with the school's published Time Budget policy. Coombe Boys' School has a local agreement regarding cover.*

#### **Undertaking other duties as may reasonably be expected**

*NB This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment after consultations with the post holder.*

#### **Records, reports and other written work**

*The post holder may be responsible for producing, consulting on and presenting written records and reports to: Line manager, Senior Leadership, Governors, other teams/audience (as appropriate). Other terms as School Teachers Pay and Conditions Document.*



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## Person Specification: Cover Supervisor

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### Qualifications

#### Essential

- GCSE grade C or above (or equivalent in both English and Mathematics).
- Requirement to participate in training/development as/when identified by line manager as essential for the performance of the post.
- Willingness to participate in other development and training opportunities.

#### Desirable

- Educated to degree level.

### Experience

**Essential:** A proven record of working with young people.

**Desirable:** Proven experience of working with children of relevant age in a learning environment.

### Personal skills and attributes

The following essential skills and attributes will be looked for during the course of the interview process and evident from the application as appropriate:

- Ability to engage constructively with, and relate to, a wide range of young people from different backgrounds.
- A commitment to high academic standards.
- The ability to motivate and enthuse students.
- Good literacy, numeracy and IT skills.
- An ordered and systematic approach to organisation of workload.
- Excellent interpersonal skills.
- Ability to use other technology to support learning – e.g. video, photocopier, projector.
- Ability to demonstrate and promote good practice in line with the ethos of the School.



**COOMBE**  
GIRLS' SCHOOL

- Understanding of safeguarding issues and promoting the welfare of children and young people.
  - Suitability to work with children.
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***'This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment'***

Website: [www.coombegirlsschool.org](http://www.coombegirlsschool.org)

Twitter: @CoombeGirlsNews/@Head\_CGS

Trust: [www.coombeschools.org](http://www.coombeschools.org) / @CoombeAcademy

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