



**HAMPSTEAD SCHOOL**  
Learning together Achieving together

## LEAD COVER SUPERVISOR

Job Application Pack

Term Time Only | Permanent | Autumn Term 2025



Thank you for your interest in this exciting post at Hampstead School. More information about the school can be found on our website [www.hampsteadschool.org.uk](http://www.hampsteadschool.org.uk). The job profile and person specification are included in this document. We advertise our roles through TES but please take time to look at website to find out more about Hampstead School.



Dear applicant,

At Hampstead School, we are committed to promoting a diverse and inclusive community – a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, staff engagement forums, in-school facilities and services to support staff from different backgrounds. We are keen to explore part-time, job share or flexible working arrangements. Everyone is welcome – we are committed to inclusion across race, gender, age, religion, identity and experience.

The School is committed to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake an enhanced DBS check. Checks will be made with previous employers.

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### Message from the Head

I started as Head at Hampstead School in September 2020. Reopening the school in the midst of a global pandemic was a baptism of fire but staff, students and parents were incredibly supportive. This is a remarkable school and it is a privilege to work here.



The period since has been made easier by my existing knowledge of the school, having started my career here as a Newly Qualified Teacher. My original spell only lasted four years, a length of time that pales into insignificance when compared to the years of service some have given, but after leaving I retained a strong connection to the school. Hampstead School reflects – and has shaped – my educational values. It is a truly comprehensive school, seeking to serve its local community. It is non-selective in the truest sense; there are no ability bands, selection tests or restrictions based on gender or religion. If you live nearby, if it is your local school, there is nothing to stop you coming here. It is part of a strong local authority working to ensure high standards through co-operation rather than competition.

When Hampstead School gets it right then there are no caveats, no 'yes buts'. Success is not based on a selective admissions criteria or top-down interventions from an academy chain. Success is sustainable, ethically sound and based on an unwavering commitment to equality of access. I can honestly say that I would not have applied for any other headship.

I am very excited about developing the school further and working with colleagues with differing strengths, but who all share an unwavering passion for education, and a commitment to improving the life chances of all our students.

If you are one of these talented people, we would love to hear from you.

Matthew Sadler  
Head



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## The School and its Community

Hampstead School is a London Borough of Camden maintained comprehensive school with around 1300 students. The school, with an admission number of 210, is popular locally.

Founded in 1961 as a mixed comprehensive school, visitors often comment on the mutual respect which is evident between students and staff. This has been recognised; we are the first secondary school in London to be awarded the UNICEF “Rights Respecting School Award” at the highest level.

The diversity of our students is a strength of the school. Over 80% of students are of ethnic minority origin, with over 60 different languages spoken. Around half our students have English as an Additional Language, with a similar proportion eligible for the Pupil Premium.

Sections of the school have been rebuilt over the past few years as part of the Priority Schools Building Programme; our facilities are now world class.



## Our Ethos

We expect staff and students to *Think Big, Work Hard and Be Kind*, principles underpinned by the value we place on ambition, critical thought, effort and compassion. This culture is fostered in an atmosphere where the quality of relationships is crucial; our motto, ‘*Learning Together, Achieving Together*’, is reflected in the interactions that take place between staff and students every day.

We are proud of what we achieve, never complacent and retain a genuine and positive determination to become exceptional in all areas. We relish our challenges, being fortunate in our committed and enthusiastic staff, all of whom work together for the benefit of our students. A sign of success is that, within a stable workforce, nearly all who leave do so for promotion. Consequently, this creates opportunities to appoint new colleagues with new ideas, enthusiasm, and moral purpose.



### **More about this role**

Our Lead Cover Supervisor plays an important role in ensuring effective management of cover lessons and cover work by leading a small team of dedicated staff to provide continuity in students' learning. Our team minimise the impact of a class teacher's absence through the consistent application of our behaviour policy. We expect students to work as hard in a covered lesson as they would with their absent class teacher.

We are looking for an enthusiastic, conscientious, patient, dependable and reflective colleague with an excellent attendance and punctuality record. The successful candidate will help maintain consistency in lesson experience for students through unfailing adherence to the school's standard operating procedures, contributing to the development of a purposeful working atmosphere.

The Lead Cover Supervisor will possess an ability to build effective working relationships at all levels, be highly organised with excellent admin skills and able to remain friendly and approachable at all times, with a professional manner.

Our non-teaching associate staff perform a fundamental role in improving life chances for our young people, so the Lead Cover Supervisor will be critical in ensuring students learn to the best of their ability in the absence of colleagues and achieve their potential.

### **Safeguarding Children**

The appointee has a responsibility for promoting and safeguarding the welfare of children and young persons they come into contact with. As such, they must adhere to and ensure compliance with the School's Safeguarding Policy and procedures at all times. If in the course of carrying out the duties of the post the appointee becomes aware of any actual or potential risk to the safety or welfare of children in the School, they must report any concerns to the Designated Safeguarding Lead (DSL) or Head.

### **Timeline of events for this post**

Applications should be submitted no later than **9am on Monday 14<sup>th</sup> July 2025**.

Interviews will be held on Wednesday 16<sup>th</sup> July 2025. Early application is advised. Applications will be assessed in order of receipt, and interviews may occur at any stage after applications are received.





## Job Profile: Lead Cover Supervisor

Hampstead School is committed to safeguarding & promoting the welfare of children and young people. All staff are expected to share this commitment.

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| <b>Direct Reporting</b>   | Head of Information Systems, Data and Communications                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Line Management</b>    | Cover Supervisors                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Grade</b>              | SO1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Main Purpose</b>       | <ul style="list-style-type: none"> <li>To lead the team of Cover Supervisors in ensuring effective management of cover lessons and cover work</li> <li>To support and assist with all aspects of cover, working closely with the Cover &amp; Absence Administrator, the Achievement Support faculty, Heads of Department, external agencies etc.</li> <li>To provide continuity in students' learning when a class teacher is absent through supervising and supporting student engagement with materials provided.</li> <li>To maintain consistency in lesson experience for students through unfailing adherence to the school's standard operating procedures.</li> <li>To contribute to the development of a purposeful working atmosphere and implement and monitor the school's behaviour and any related policies and procedures.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Supervision duties</b> | <ul style="list-style-type: none"> <li>To lead the team of Cover Supervisors in ensuring effective management of cover lessons and cover work</li> <li>To develop and maintain efficient systems for collection of accurate information on performance, carrying out appraisals in line with the school policy</li> <li>To support and assist with all aspects of cover, working closely with the Cover &amp; Absence Administrator, the Achievement Support faculty, Heads of Department, external agencies etc.</li> <li>To establish positive and respectful relationships with both students and staff, modelling an exemplary level of professionalism at all times</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Curriculum duties</b>  | <ul style="list-style-type: none"> <li>To provide continuity in students' learning when a class teacher is absent through supervising and supporting student engagement with materials provided.</li> <li>To maintain consistency in lesson experience for students through unfailing adherence to the school's standard operating procedures.</li> <li>To contribute to the development of a purposeful working atmosphere and implement and monitor the school's behaviour and any related policies and procedures.</li> <li>Provide advice on appropriate learning aids, materials and equipment, including ICT, to assist in the delivery of cover work</li> <li>Feedback to teachers on the suitability of resources including their appropriateness in the culturally and linguistically diverse classroom.</li> <li>To take and maintain an accurate register of student attendance.</li> <li>To have high expectations of students and to recognise and reward students who meet or exceed these expectations.</li> <li>To hold students to account when expectations are not met in accordance with the school's behaviour policy.</li> <li>To provide 'additional adult in the room' classroom support when not required to supervise students.</li> <li>To support the class teacher in all aspects of teaching and enhance learning opportunities for pupils, bringing to bear knowledge and practical experience gained through working with pupils, and through their theoretical and academic experience/achievement</li> </ul> |
| <b>Pastoral duties</b>    | <ul style="list-style-type: none"> <li>To develop and maintain supportive relationships with parents, carers and other members of the students' community.</li> <li>To contribute to the care, health and welfare of pupils in accordance with the school's health and safety, safeguarding, equal opportunities and other related policies.</li> <li>To facilitate the intellectual and social development of pupils, supporting the achievement of literacy, numeracy and other curriculum targets.</li> <li>To liaise with our Achievement Support Faculty to maintain a good working knowledge of our students with Special Educational Needs and the strategies that support them to learn.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |



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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <ul style="list-style-type: none"><li>• To attend school/departmental meetings to contribute to discussions about individual students and classes where appropriate.</li><li>• To work collaboratively with other agencies and professionals, as necessary.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Extra-curricular duties</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <ul style="list-style-type: none"><li>• To follow up on both positive and challenging behaviours by contacting parents/carers at the end of each school day to provide timely accountability and support behaviour management.</li><li>• To carry out other appropriate duties as requested, such as welcoming and dismissing students at the gate, supervising key areas of the site at transition points and free association time</li><li>• To supervise Sixth Form private study in the event of a supervisor's absence</li><li>• To invigilate tests and examinations as directed and following appropriate training</li><li>• To accompany students on trips as required.</li><li>• To lead specific aspects of teaching, learning and personal development as required, for example specific projects or activities.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Additional duties</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <ul style="list-style-type: none"><li>• To ensure that all Data Protection regulations are adhered to, informing the Data Protection Lead of any related issues, particularly in relation to potential data breaches and poor working practices.</li><li>• To uphold and further the School's equal opportunities policy and to carry out duties effectively and without discrimination.</li><li>• To carry out any other reasonable duties within the scope of this function and grading as directed by the Head of Information Systems, Data and Communications, or other senior staff</li><li>• To act at all times in accordance with School policies and to provide a professional role model for students, parents and other staff.</li><li>• To participate in training and other learning activities and performance development as required.</li><li>• To actively promote safeguarding, student wellbeing and associated procedures in line with KCSiE and school protocols.</li><li>• To play a full proactive part in the life of the school community in implementing its vision, mission and ethos and support and expect staff and students to do likewise</li><li>• To manage the available resources of space, staff, money and equipment efficiently in line with the Nolan Principles – Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, Leadership.</li><li>• To act as a designated First Aider, following appropriate training, to ensure requirements of the school's First Aid Needs Assessment are satisfied</li></ul> |
| <p><i>The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities reasonably assigned to them by Senior Management.</i></p> <p><i>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</i></p> <p><i>The post holder is required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.</i></p> <p><i>This job description may be amended at any time in consultation with the post holder, Governing Body and/or Senior Management as required. Trade union representation will be welcomed in any such discussions.</i></p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

All candidates must have a strong working knowledge of safeguarding practices and be committed to safeguarding and promoting the welfare of children and young people



## Person Specification: Lead Cover Supervisor

Hampstead School is committed to safeguarding & promoting the welfare of children and young people. All staff are expected to share this commitment.

| Criteria                                 |                                                                                            | Essential | Desirable |
|------------------------------------------|--------------------------------------------------------------------------------------------|-----------|-----------|
| <b>Values and disposition</b>            | The ability to <i>Think Big, Work Hard</i> and <i>Be Kind</i> – and foster this in others  | •         |           |
|                                          | A commitment to an ambitious, inclusive, comprehensive education                           | •         |           |
|                                          | A positive, proactive, creative, solutions-focused approach                                | •         |           |
|                                          | A team player who recognises the importance of a collegiate ethos                          | •         |           |
|                                          | Reflective, self-aware, and keen to listen and understand                                  | •         |           |
|                                          | An exceptional record of punctuality & attendance                                          | •         |           |
|                                          | Friendly and approachable, with a professional manner                                      | •         |           |
| <b>Experience</b>                        | Experience of working with adolescents                                                     | •         |           |
|                                          | Experience of working in an educational setting, preferably in the secondary phase         | •         |           |
|                                          | Experience of managing a small team                                                        | •         |           |
|                                          | Previous experience of working in a similar role                                           |           | •         |
| <b>Knowledge and skills</b>              | The ability to be firm but fair in a classroom situation                                   | •         |           |
|                                          | The ability to build effective working relationships at all levels                         | •         |           |
|                                          | Highly organised with excellent admin skills                                               | •         |           |
|                                          | The ability to manage own workload and prioritise tasks as appropriate                     | •         |           |
|                                          | Broad knowledge of the curriculum/ cover techniques                                        | •         |           |
|                                          | Knowledge of people management and management processes                                    | •         |           |
| <b>Equality, Diversity and Inclusion</b> | Awareness of the equality, diversity and inclusion agenda                                  | •         |           |
|                                          | Commitment to equal opportunities and celebrating diversity                                | •         |           |
| <b>Qualifications</b>                    | A good level of formal education including GCSE or equivalent Maths and English (Level 2). | •         |           |
|                                          | Right to Work in the UK                                                                    | •         |           |
|                                          | First Aid qualification                                                                    |           | •         |

All candidates must have a strong working knowledge of safeguarding practices and be committed to safeguarding and promoting the welfare of children and young people.



## **What Ofsted say about Hampstead School**

Hampstead School welcomed Ofsted inspectors in April 2023. Hampstead School continues to be an 'Ofsted good' school, and we are very proud of the many positives highlighted in their report.

### **Curriculum**

'Leaders have thought carefully about the design of the curriculum. They have made sure that this curriculum is ambitious and broad.'

### **SEND**

'Pupils with SEND access the same ambitious curriculum as their peers, and they achieve well.'

### **Personal Development**

'Leaders have thought carefully about the provision for pupils' wider development including for students in the sixth form.'

### **Relationships**

'Staff feel valued and are proud to work in the school.'

### **Behaviour**

'Leaders have high expectations of pupils' behaviour.'

### **Reading**

'Leaders have made reading a priority.'





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### **Transport**

Our location, minutes from Cricklewood Station and only a short distance from Brondesbury, Kilburn and West Hampstead, means the Thameslink, London Overground and Jubilee Line offer staff the benefit of Inner-London weighting, but the flexibility of where they choose to live.

We recommend that candidates invited for interview travel to the school via public transport. If a candidate is invited for interview and requires parking for reasons such as mobility issues, we advise that the HR team are alerted about this requirement when interview attendance is confirmed.

Car parking at Hampstead School is limited. To ensure fairness, we operate a permit application process that allows contracted staff to apply for a parking space based on need. Outside of allocated permit spaces, there are some “first come, first served” spaces.

### **What can Hampstead School offer you?**

Our employee package includes personalised training, a comprehensive package for ECTs starting a career in teaching, placement on leadership programmes for middle leaders, financial and professional support for MA degree programmes and National Professional Qualifications, and engagement in the wider programmes offered by Camden Learning.

We are keen to ensure a positive life-work balance. Staff are granted time-off for a range of personal days as well as access to a free 24-hour employee assistance package and annual flu jabs. We were the first school in London to achieve the Optimus Wellbeing Award for Schools and a staff working group continues to drive this important work forward.

Benefits include, but are not limited to:

- 15% PPA time for all teaching staff
- In-house professional development programme
- TOIL days in recognition of twilight CPD
- Bespoke leadership development pathways
- Employee Assistance Programme
- Cycle to work scheme
- Eye test vouchers
- Annual flu jab
- Discretionary annual wellbeing allocation designed to aid employees with their mental health (e.g. to attend important personal events like nativity plays, social or sporting events, etc).