



COOMBE
GIRLS' SCHOOL

Cover Supervisor



**Curious
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Recruitment Information



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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.

Proud to be a comprehensive, our students make significant 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 significant 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.

Emily Barns
Headteacher



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Coombe Girls' School and Sixth Form

Coombe Girls' School and Sixth Form is a comprehensive girls' state secondary school, with a co-educational Sixth Form. The school is heavily oversubscribed and is committed to providing an excellent education to children in the local area. We are proud of the progress our students make from their starting points during their time with us: the school's Progress 8 score is provisionally +0.65 and over 40% of GCSE entries were graded 7 to 9 last year. The school is proud to be part of the [Coombe Academy Trust](#).

Our school is vibrant and diverse, serving the local area of New Malden. We value every individual and the rich wealth of experience, knowledge, values and beliefs they bring to our school. The experience and talent you will bring to our school will ensure we continue to provide the best education for our students and further increase the breadth of opportunity for the next generation. We particularly encourage applications from colleagues in underrepresented groups.

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Job Description: Cover Supervisor

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.

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- 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 as needed.
- 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:

Operations Manager, Canteen staff, Facilities team, Cleaning team, Teaching/SLT staff on lunch duty

Health & Safety:

Ensure health and safety is effectively addressed, managed and reported on; and that risk assessment is routinely carried out.

Terms of Employment

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).



Person Specification: Cover Supervisor

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.

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.
- Understanding of safeguarding issues and promoting the welfare of children and young people.
- Suitability to work with children.

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Why work with us?

Coombe Girls' School & Sixth Form is a fantastic and rewarding place to work. Our students are motivated and keen to learn while our creative, engaging staff is committed to providing exceptional teaching to our students. We take the wellbeing of our staff seriously and actively manage workload whilst retaining very high standards. Our staff are highly supportive of one another.

We are a Google school and staff are provided with a Chromebook to support their work. The school is within walking distance of New Malden train station with its fast, direct links to central London and into Surrey and Hampshire. For those travelling by car, parking is available in the school car park, and bike racks and showers are provided for colleagues who are able to cycle to work.

With regards to Personal Development, we pride ourselves on our commitment to CPD. Our staff is supported to access National Professional Qualifications and receives Thrive training. There are opportunities to work collaboratively across all five schools in the Trust (both primary and secondary) as well as with the central Trust team. The Trust looks to provide opportunities for growth for colleagues within the Trust.

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.

Join our community



www.coombegirlsschool.org

www.coombeschools.org

[@CoombeGirlsNews](https://twitter.com/CoombeGirlsNews)

[@CoombeAcademy](https://twitter.com/CoombeAcademy)

Coombe Girls' School & Coombe Sixth Form

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