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**Copthall School**

**Cover Supervisor/Learning Mentor**

**Candidate Information Pack**

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

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Dear Candidate

Thank you for your interest in the position of Cover Supervisor/Learning Mentor 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.

Our school is unstoppable in its pursuit of Excellent Education for All, which has been highlighted by Ofsted 2018. We have been recognised for the rapid transformation and excellent progress of students and have been awarded **Good** status. The full report can be accessed using the following link: <http://www.copthallschool.org.uk/226/ofsted>

Our Governing Body is strong and highly ambitious for the school. Their recent 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.

Over the last three years, Copthall has gone from strength to strength as we raise standards, enrich the lives of our students, focus on staff wellbeing and workload and continue to be a good and improving school. Our priority remains the same in that we offer our students a highly personalised academic experience – one that ensures that all our students receive an excellent education. We have an extensive enrichment programme involving mentoring, cultural activities/visits/trips, STEM workshops, a full careers programme and a range of partnership opportunities involving universities, businesses, charities and alumnae.

In addition, our collaboration with Mill Hill Independent School offers a range of joint opportunities for all students from leadership, tutoring, philanthropy extended projects and a variety of bespoke and unrivalled programmes that benefit our young people.

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.

For the third year running, we celebrated another very successful year in our examination results. Our preliminary P8 score is +0.83 which places us in the top 3% in the country for progress. 90% of English grades were 9-4 with increases in outcomes for both Maths and Science. One of our students was the highest achieving history student in the whole country and gained a suite of grade 8s & 9s. Our A-level results were equally impressive with our A\*-C grades increasing from 61% in 2018 to 74%. In addition to this, students who sat vocational subjects did equally well with the average grade a Merit+.

InSeptember 2018 we launched our STEM Scholarship Programme across all year groups, including the Sixth Form. Students were involved in a wide range of workshops and enrichment activities tailor-made to students’ talent and potential.

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. We have a strong focus on staff well-being and have a range of incentives including staff yoga and staff well-being days.

If you feel you can make a positive contribution to our school, please apply online via our website, [www.copthall.barnet.sch.uk](http://www.copthall.barnet.sch.uk). If you would like to discuss a role or have any queries, please call 0208 959 1937 or email recruitment@copthall.barnet.sch.uk. Visits to the school are also encouraged and welcomed.

I look forward to receiving your application.

Yours sincerely



Evelyn Forde

**Headteacher**

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**ABOUT COPTHALL**

As a girls’ non-selective comprehensive academy, Copthall 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**

Copthall 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:**

* To empower every member of the school community to reach their full potential
* To equip our young women with the skills to enjoy, succeed and have choices in their adult lives
* To be an outstanding first choice school for young women
* To provide an inspirational, exciting and broad education
* 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.



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**Copthall 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/Learning Mentor**

**Responsible to: HR/Office Manager**

**Hours of work: 36 Hours per week 8.00am – 4.00pm Monday to Friday**

 **40 Weeks (Term Time to include Inset Days)**

**Salary: SCP8**

**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 / Learning Mentor 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 / Learning Mentor will work with small groups of students, either in groups or on a 1-2-1 basis to support their learning, behaviour and engagement with school and lessons.

**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 polices 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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