



Cover Supervisor

Recruitment Information Pack

Tant Que Je Puis



Dear Applicant

Thank you for your interest in Enfield Grammar School. We really are a wonderful school that values hard work, kindness and an ability to empathise with, inspire and care for boys in the 21st Century. I'm very passionate about boys' education and believe all boys have the ability and the desire to love, empathise, care for and respect themselves and others and these "soft" skills are modelled by all our adults in the school.

We are currently looking to appoint an enthusiastic and motivated individual to join our school support staff. As a Cover Supervisor, the successful candidate will play an important role, supervising students in the absence of a class teacher, whilst engaging and motivating students to achieve their potential.

Ideally, we would love you to visit us to see us in action. You will see the students in every year group take pride in being part of our school community. Once seen, we would be confident you would apply to join us. If you would like to visit then please contact Karen Walsh, PA to the Headteacher, who will be pleased to be of assistance.

I recognise that preparing an application is a time-consuming process and I would like to thank you in advance for submitting your application.

As an inclusive school, we would welcome applications from all backgrounds, especially those representative of our diverse student population. I am a Headteacher who is fully committed to equality of opportunities for all of our stakeholders.

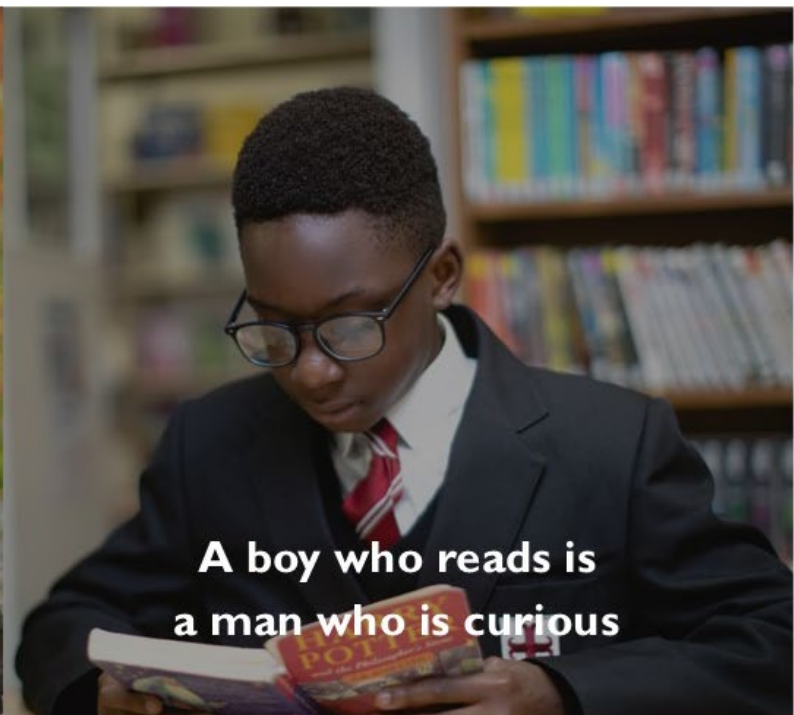
Please do not hesitate to contact Ms McCall, Deputy Headteacher, should you require further details about the role on 020 8363 1095 or at office@enfieldgrammar.org

Yours sincerely

C Lamb
Headteacher



A boy who is supported is a man who helps others



A boy who reads is a man who is curious



Salary: Scale 5 (point 12-17)
Actual Salary: £25,377 - £27,298
Hours: 32.5hrs x 39 weeks per annum
Start date: ASAP

Would you like to work at a school that has a prestigious past, a wonderful present and a bright future? Would you like to work in a well-established school, proudly rated Good by Ofsted in September 2024? If so, we would like to hear from you.

Our aim is to prepare our boys for the world, both academically and socially. We expect hard work, good manners and in turn provide learning opportunities where all can fulfil their potential. Our motto, "Tant Que Je Puis" (As Much As I Can) is at the heart of our School community and we actively encourage both staff and students to strive for this aspiration. If you share our vision, we would strongly encourage you to apply.

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Enfield Grammar School is an 11-18 boys' comprehensive school located in the heart of Enfield Town. For more information about the School, please visit www.enfieldgrammar.org

We Offer:

- Strong commitment to equality, diversity and inclusion.
- Access to opportunities for self-development and regular Continuing Professional Development sessions.
- A health care plan, including reimbursement for optical, dental, physiotherapy and a range of other areas, access and counselling.
- On site gym facility.

You Will:

- Be passionate about education and committed to contributing to the School community.
- Have the highest standards at all times to ensure maximum progress and outcomes for our students.
- Be able to work effectively as part of a team.
- Have the ability to build and develop good relationships.
- Be a positive role model.

How to Apply:

To apply please complete and submit an application form to applications@enfieldgrammar.org or online via the TES portal. If you have any questions regarding the role, please contact Ms McCall, Deputy Headteacher, on 020 8363 1095.

The School is committed to safeguarding and promoting the welfare of children and young people. All appointments will be subject to receipt of satisfactory Enhanced DBS check and pre-employment checks.

Closing date for applications: **Monday 2 February 2026 (12 noon)**

Interviews will take place w/c Monday 9 February 2026

Ofsted January 2024:

"Pupils, sixth form students and staff are proud of their school."

"Leaders use funding for pupils who have SEN and/or disabilities effectively. The leaders of SEN track the progress of these pupils carefully. Pupils who have SEN and/or disabilities make good progress."

"Teachers have applied the training the school has developed to ensure that they improve the quality of pupils' learning. Pupils said they really enjoy those subjects."

"Leaders train teachers well to improve the quality of their teaching. This training is having a marked positive impact on pupils' learning and their progress."

Please note that we will be shortlisting for this role as applications are received, so the closing date is subject to change.



About Us

Enfield Grammar School has strong traditions and an excellent reputation. We are an Ofsted rated 'Good' school (September 2024) and our positive Progress 8 and Value Added scores over the past 5 years prove that at Enfield Grammar School we buck that national trend – with us, boys succeed.

We are a school whose tradition and history can be felt the moment you step into the building. Our long-standing motto "Tant Que Je Puis" (As Much As I Can)", is one which helps to shape our vision and our hopes for the young people we educate. School is not just about grades and numbers, it is about the young person as a whole, being part of a school community. We are a school which is intent on ensuring that the breadth and quality of education will, as far as is possible, equip all of our students to meet the rapidly changing demands of the future.

As a diverse non-selective school dedicated to serving our local community, as we have done since 1558, our Year 7 intake consists of 180 students (including our sport and music scholars). A large number of these students progress into our Sixth Form to complete their seven year journey with us.

Our school is based over two sites (5 minute walk), which allows us to have a unique primary school transition for our students. Our lower school houses Years 7&8 and includes specialist teaching rooms for Art, DT and Science. Our extensive sports facilities including our 3G pitches and onsite gym are located at the lower school. The upper school houses Years 9-13, with a dedicated sixth form suite.

At Enfield Grammar School (known locally as "Grammar"), our inclusive values drive our vision and ethos across all stakeholder groups. Positive student/staff relationships, which are based on mutual respect, kindness and empathy, are a key strength of our school. Student voice is used across our school to help inform decisions and shape school development plans.

We take great pride in our comprehensive CPD programme that allows all staff to develop their practice and expand their skill set. We believe that teaching is a career as well as a vocation and support our staff to succeed and develop at leaders in education.

For more information about Enfield Grammar School, please visit our website at www.enfieldgrammar.org



**A boy who competes
is a man with ambition**



**A boy who is valued
is a man with confidence**

Job Description

KEY DUTIES

- Supervise classes and support students, using prepared resources, during teacher absences (both practical and theory lessons)
- Allocate, explain and oversee cover work set by class teachers.
- Assist with extra-curricular clubs throughout the year for students of all ages and abilities.
- Follow and implement the School's behaviour policy, managing student behaviour and dealing promptly with conflicts and incidents.
- Maintain the quality of learning in lessons where the classroom teacher is not able to be present.
- Set appropriate expectations and establish productive, supportive working relationships with students and staff.
- Provide encouragement and constructive feedback to engage and motivate all students and encourage participation by students of all ability levels.
- Liaise with teaching staff regarding work set in the class and pastoral staff as appropriate and provide objective and accurate feedback to teachers on the conduct of the lesson (including completing a lesson feedback form).

OTHER DUTIES:

- To supervise breakfast, lunchtime and after school clubs.
- To invigilate both internal and external examinations, as required.
- To promote positive values, attitudes and good pupil behaviour.
- To undertake other duties and responsibilities commensurate with the grade of post, as required.
- To operate within agreed legal and ethical boundaries particularly with regard to child protection and safeguarding.
- To carry out duties in accordance with health and safety legislation and school policy.
- To promote inclusion and equality of opportunity for all students in accordance with school policy.
- To take responsibility for personal and professional development, in conjunction with the Line Manager, keeping up-to-date with developments related to school effectiveness and efficiency.

Person Specification

QUALIFICATIONS	Essential	Desirable
• Numeracy/literacy skills at GCSE grade C+ (or equivalent)	X	
• Degree or equivalent		X
• National governing body sport coaching awards		X
EXPERIENCE		
• Experience of supervising young people in a school setting	X	
• Experience of sports and/or music coaching		X
• Experience of working with pupils with additional needs.		X
• Successful experience of supporting pupils in their learning to a high standard in a comprehensive school	X	
• Successful experience of engaging young people in sport		X
KNOWLEDGE		
• Knowledge and understanding of strategies for raising achievement and motivating pupils	X	
• Ability to demonstrate an understanding of child development and learning	X	
• Subject knowledge/experience relating to a specific curriculum area		X
SKILLS		
• Ability to provide guidance and support to students in the classroom	X	
• Ability to communicate clearly, both orally and in writing with students, parents, staff and other professionals	X	
• Excellent interpersonal skills and the ability to work as part of a team	X	
• Good ICT skills including Microsoft Word	X	
• Ability to use SIMS		X
• A commitment to promoting equality of opportunity in a diverse, multi-cultural community.	X	
• Demonstrate excellent behaviour for learning strategies to maintain a calm and focused learning environment	X	
• Being able to effectively apply a range of strategies to deal with classroom behaviour as a whole, and individual behavioural needs	X	

Safeguarding

Enfield Grammar School is committed to safeguarding and promoting the welfare of children, and safe recruitment of staff is central to this commitment. We will ensure that our recruitment practices are robust, and that our selection procedures prevent unsuitable people from gaining access to children. All adults who work with or on behalf of children and young people in our school must be competent, confident and safe to do so.

All posts working with children should be aware of, and share the commitment to safeguard and promote the welfare of children and young people when applying for jobs within Enfield Grammar School.

This commitment is expressed through the following requirements:

Recruitment

Failure to adhere to the following requirements means that an applicant will not be employed to work at Enfield Grammar School.

- Applicants will be required to undertake an enhanced DBS (Disclosure Barring Service) check (and where applicable an overseas police check) if an offer of employment is made and will not be able to take up post until a satisfactory check has been received.
- Applicants are required, when completing an application for a post within the school, to supply full education and employment history since leaving secondary school, with explanations for any gaps.
- An applicant's personal commitment to safeguarding children and young people will be explored through the interview process.
- Successful applicants must show proof of identity and qualifications certificates, along with various other pre-employment clearances before a firm offer of employment is made.
- Prior to taking up post, applicants will be expected to sign the School's Code of Conduct, which commits them to upholding the highest standards in public life, both in the way they undertake their professional duties, and in their personal conduct.