



# Beths Grammar School

## Cover Supervisor

## Recruitment Pack





Dear Applicant,

Thank you for your interest in this exciting and very important post.

Beths is an academic institution that fosters an ethos in which working hard and wanting to achieve are the norm: where it's cool to be clever and successful. This is as true for the staff as for the students. We are ambitious for the young people in our care and seek to help them secure the very best outcomes of which they are capable. As a selective school, the staff have the privilege of educating intellectually able young people; and the students have the privilege of being in classes in which progress in learning can be rapid, and subjects explored in real depth.

As a school, we are committed to being a world-class learning community that enables all young people to succeed. We aim to create young adults who are forward thinking, confident, motivated, competitive and are highly successful. They understand the purpose of becoming an independent learner and strive to become self-directed and comfortable with the unknown.

Central to everything we do is the culture of high expectation and aspirations. Students are encouraged to develop a love of learning and reading, to think for themselves and to maximise their full potential.

We are looking for an individual with real drive. Someone who is unafraid to tackle difficult issues, who knows what Outstanding looks like, and who, along with the rest of the team, is committed to working tirelessly to achieve it; someone with determination, resilience, humility and a sense of humour.

We are looking for a dynamic and innovative person, who is committed to providing an educational opportunity for all in a world class learning culture, who will support individual endeavour through high expectations, personal growth and development, whilst ensuring that exceptional achievement and excellence are embedded in all aspects of school life, and thus play a pivotal role in shaping the future of Beths Grammar School. The successful candidate will gain a wealth of experience from working across the school receiving support and guidance from the Headteacher and a very experienced Senior Leadership Team.

If you share our passion for students succeeding and our development of the 'whole student' and believe you have the skills to lead and inspire others, we very much look forward to hearing from you. I look forward to reading your application.

With best wishes,

RJBlyghton

**Mr R J Blyghton**  
**Headteacher**



## BACKGROUND

Set in acres of pleasant grounds, Beths Grammar School is located within easy commuting distance of both central London and Kent, offering the advantages of a diverse and forward-thinking community within a haven of green space. The mainline railway station is less than ten minutes' walk away; while for road users, there is a junction on the A2 close by (two of the three school fields run alongside the A2). Many



staff choose to live close to the school, or in neighbouring boroughs, and the borough of Bexley has a wealth of high performing schools and good quality housing stock at competitive prices.

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While Beths is a traditional grammar school, it is geared for the twenty-first century. ICT is widely used and both students and staff are provided with their own electronic devices. We offer a broad and balanced curriculum that not only enables all boys to take the EBacc, but also encourages them to study subjects such as music, drama and art. A wide range of A Levels is offered in our large Sixth Form.

As well as being a beacon of academic pursuit and excellence, Beths Grammar School is renowned for its enviable co-curricular enrichment programme that, through sport, the arts, clubs and societies, nurtures the whole child. This is why many boys – and girls in the Sixth Form – want to come here; and it is also why so many parents are pleased to send their children to Beths. Emphasis is placed on developing leadership skills, best exemplified by the work of the prefect teams, but also through opportunities lower down the school such as our thriving School Council. We believe our students are our best ambassadors. We value our students collectively and individually and acknowledge – and celebrate the fact – that they are all different.

Beths is committed to staff development. We have a strong CPD programme based on the principle of 'expertise from within'. Staff at all career stages have opportunities to lead training and we are keen to develop the leadership skills of our members of staff as we are those of our students.

Our students achieve highly in Year 11 and the Sixth Form; but we are not complacent. At Beths we are determined to deliver the very best to our students – and we seek to recruit like-minded, outstanding practitioners who also want to give the wonderful young people who study here the world-class education they deserve.



## COVER SUPERVISOR JOB DESCRIPTION

<b>Post Title:</b>	Cover Supervisor
<b>Grade:</b>	Bexley 7.1-7.4 32,535-£29,232 Actual Salary £27,983-£29,232
<b>Responsible to:</b>	Cover Manager
<b>Start date:</b>	ASAP
<b>Hours:</b>	36 hours per week. 08:30-16:30 with a 48-minute unpaid lunch break. 39 weeks per year (Term Time plus 1 week)

### Key accountabilities of the role

#### DUTIES

- Provide pastoral support for KS5 students
- Supervising students in lessons and registration periods on work left - in accordance with school policy/procedure - during the short term absence of teachers
- Supervising students in the LRC during the absence of other staff
- Supervising students in the Sixth Form Study Centre, as required
- Supporting SEND students when not required to cover for staff absence
- Exam invigilation
- Assisting in preparing the learning environment and materials used therein
- Assisting with the management of student behaviour to ensure a constructive working environment
- Responding to students about work that has been set
- Collecting any completed work after lessons and returning it to an agreed person/place
- Leaving the room in good order at the end of the lesson
- Supervising entry and departure of students in accordance with school policy
- Recording and reporting attendance at morning registration and at lessons in accordance with school policy
- Assisting in exam invigilation under the supervision of the Exams Officer
- Assisting with administrative tasks/photocopying during all non-student contact periods
- Reporting on behaviour of pupils during the class and any other issues arising as appropriate using the School's agreed referral procedures
- Dealing with immediate problems or emergencies according to school policy/procedure
- Following school policies and procedures especially those relating to child protection and health and safety
- Respecting confidential issues linked to home, students, staff, school work and to keep confidences as appropriate
- Attending morning staff briefings and staff training days
- To undertake duties as may reasonably be requested by the Headteacher.



## Salary – COVER SUPERVISOR

The post is offered on the Bexley 7.1-7.4 £32,535-£33,987

Actual Salary £27,983-£29,232

## Why Join the Beths Community?

- All staff receive their own laptop
- CPD programme for staff development
- 24/7 Employee Wellbeing Support Programmer (free & confidential)
- Local Government Scheme
- Cycle to work scheme
- Use of School gym
- Staff social events

## Appointment Process

**Closing date for applications:** Noon on 12<sup>th</sup> September, but prompt application is recommended as we reserve the right to close the vacancy early. We intend to interview w/c 15<sup>th</sup> September.

**Start Date:** ASAP

We prefer electronic submissions and application forms can be found on TES or on the school website, no CVs please.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All shortlisted candidates will be asked to complete a criminal records self-disclosure form and successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks, including an online check.

