



# The Beacon

Independent Prep School for boys aged 3-13  
Amersham, Buckinghamshire

**Cover Supervisor**  
**Fixed Term Contract 2022**  
**Start ASAP**



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The School is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service.

The Beacon is an equal opportunities employer.

Registered in England No. 01067862. Registered Charity No. 309911.



## From Will Phelps Headmaster

Dear Applicant,

We are recruiting for a temporary Cover Supervisor at The Beacon to help during maternity absence of one of our team members.

This is an exciting opportunity to join the school on a fixed term contract basis. The role will involve the supervision of classes (varying mainly from year 3 to year 8) and lesson cover during teachers' short-term absence, participation in educational visits and assisting with suitable TA and administrative work if required.

Whilst cover is required to meet the school's full-time timetable needs (5 days per week, term time only, 8.15am to 4.45pm) we would also be prepared to consider slightly reduced hours (minimum 9.00 am to 3.00 pm) or a job share arrangement.

We are ideally seeking individuals with suitable proven education experience. For example, you may have worked previously as a teacher or HLTA or looking to gain school experience in relation to teacher training.

In this role, you would work under the direction of the Senior Master and lessons would be pre-planned by the teaching staff.

The opportunity is available on a fixed term contract basis starting ideally as soon as practicable (in January) and subject to satisfactory pre-appointment vetting.

To give you a flavour of life at The Beacon please take a look around our website [www.beaconschool.co.uk](http://www.beaconschool.co.uk). You will find our Safeguarding and Child Protection Policy on the Vacancies page and other useful policies on the website too.

The Beacon is a remarkable school and we seek remarkable people. I look forward to hearing from you.

Will Phelps

**Headmaster**

### IMPORTANT NOTE:

- *The school is committed to safeguarding and promoting the welfare of children. Safeguarding checks will be undertaken in accordance with School policy*
- *The safeguarding responsibilities of the post, can be found in the job description and person specification in this recruitment pack*
- *The post is exempt from the Rehabilitation of Offenders Act 1974.*



## Professional Standards

The Following is our 'Circle of Success'. It is this which makes The Beacon a special place to be educated and work at. All our staff live and breathe by the professional principles below. If these resonate with you, you would definitely enjoy working at our School.





# The Role and Job Description

**Role:** Cover Supervisor

**Job Purpose:** To provide effective and reliable classroom cover

## Main areas of responsibility:

- To deliver cover lessons as required by The School (primarily Years 3 to 8 and as may be required for younger age groups)
- To work closely with the Academic team to ensure that the highest standard of work is maintained during cover lessons
- To follow the school pastoral care procedures and use the relevant systems to record any relevant information
- To report daily to the Senior Master who will schedule your allocations
- To provide lesson cover in line with the agreed plan, curriculum and schemes of work
- To provide TA cover, if required
- To assist with administrative tasks and, as appropriate, Learning Support help if so required
- To undertake break time, lunchtime and other duties on a rota basis
- To assist with trips and events when necessary
- To enforce good behaviour, discipline and manners at all times
- To follow school policies
- To observe Health & Safety of the boys at all times ensuring you are fully aware of the risk assessments in place
- To monitor closely the behaviour of the boys and deal with any inappropriate behaviour, in consultation with the teacher/s as necessary
- To encourage and acknowledge the boys for good behaviour, using appropriate approved School methods
- To liaise with the Senior Master, Head of Pre-Prep and the School Counsellor where necessary
- In all areas of school life, staff are expected to lead by example and demonstrate and uphold the values that we wish the boys to learn

## Additional Duties

- To attend school staff meetings and INSET days as required
- To share responsibility for the health and safety of the boys within the School
- To keep up to date and maintain Professional Development

## First Aid

To undergo and maintain up to date First Aid training, using the skills and knowledge gained



## **Safeguarding**

Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact; following the School's safeguarding policy at all times and using CPOMS as the internal system for monitoring safeguarding, wellbeing and pastoral issues.

Note:

- The role may bring you into contact with children and as such a level of responsibility for children. The role constitutes regulated activity with children.
- In the role, you may also be required to undertake such other duties as the Head reasonably requires from time to time.

## **Terms and Conditions**

Hours – full or part-time, term time only:

Ideally 5 days per week, term time only, 8.15am to 4.45pm. Possibility for slightly reduced hours (min 9.00 am to 3.00 pm) and job share arrangements.

Competitive salary

Pension

Paid holiday entitlement



## Person specification

	Essential	Desirable
<b>Qualifications</b>	Educated to secondary level	Suitable teacher or HLTA qualification, or currently in teacher training
<b>Experience</b>	Experience of working in a similar role Or successfully supporting teaching in the classroom	(Note: it is not essential to have worked in the independent sector)
<b>Skills</b>	Able to deliver high quality cover lessons Excellent supervisory abilities Highly organised Strong pastoral skills	
<b>Knowledge</b>		Up to date safeguarding training (training will also be given)
<b>Other</b>	Able to quickly settle in to new environments Enthusiastic about learning and teaching Commitment to maintaining the highest standards in classroom delivery Friendly and approachable Ability to remain calm and professional in all situations Self-motivated and versatile Excellent role model Desire to contribute to school life beyond immediate classroom Highly professional with positive outlook Team player	





## The Process

The school is committed to safeguarding and promoting the welfare of children.

All applicants must be prepared to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service. The Beacon is an equal opportunities employer. References will be required and any relevant issues arising from such will be taken up at interview or a suitable point during the process.

Candidates who have a disability or any other special requirements should let the school know if there are any reasonable adjustments they would like the school to make as part of this recruitment process.

**To apply, please download and complete the Application Form and send with covering letter to: [recruitment@beaconschool.co.uk](mailto:recruitment@beaconschool.co.uk)**

(Please note CVs cannot be accepted).

**The closing date for receipt of applications is Monday 13<sup>th</sup> December 2021, and interviews will be held in early January.**

(Please note that whilst an interview is to be used as the primary feature of the selection process, if invited for interview you will be advised as to whether any additional selection methods will be required to supplement the interview. This may include a lesson, presentation and/or other task. Whatever methods are chosen, the panel will use these to assess the merits of each candidate against the job and person specification).

