



Mill Hill

Instilling values, inspiring minds

Grimsdell | Belmont | Mill Hill School | Mill Hill International | Cobham Hall

Belmont

Cover Supervisor
Candidate Information Pack

INTRODUCTION

We are looking to appoint a Cover Supervisor to cover lessons and duties for absent staff across all subject areas and all age ranges (Y3 – 8). The post holder will work under the direction of the Deputy Head (Academic) and will ideally be flexible, well organised and have excellent communication skills.

Closing date for applications: 9am on Tuesday 25 April 2023

Key facts about Belmont:

19 pupils

OUR AVERAGE CLASS SIZE

35 acres

OF GROUNDS AND FACILITIES

10 miles

FROM CENTRAL LONDON WITH EASY ACCESS TO MILL HILL EAST TUBE STATION

**Part of the
Mill Hill School
Foundation**

EDUCATING GIRLS AND BOYS FROM 3–18

Awarded Excellent in Quality of Education in academic achievement and personal development.'

THE SCHOOL

Belmont

Belmont is the co-educational preparatory day school to Mill Hill and one of four schools that comprise the Mill Hill School Foundation. The school is set in 30 acres of the Mill Hill conservation area on the edge of the green belt and is over-subscribed. Some 540 pupils are on roll, aged from 7 to 13. Belmont has an excellent academic reputation and provides a happy and friendly environment in which pupils enjoy learning; the extra-curricular programme is extensive and of high quality.

Entry at 7+ is automatic from the pre-prep and selective for external candidates. Entry at 11+ is selective and gives automatic transfer to Mill Hill, the senior school, at 13+. Approximately 90% of pupils transfer; the remaining pupils are successful in gaining entry to other selective independent schools in north London and beyond. The school achieves high academic standards including in entrance exams to senior schools, with a significant number of pupils regularly achieving academic, music, art, design, drama and sports awards. The School has a strong reputation for outstanding pastoral care and the personal development of every child.

The Mill Hill Foundation places the safeguarding of all pupils as a fundamental priority.

Further details about the School can be found on the website at: millhill.org.uk/belmont

The Mill Hill School Foundation Ethos

The Mill Hill School Foundation comprises of seven schools, four are located in Mill Hill: Grimsdell (Pre-Prep), Belmont (Prep), Mill Hill School (Senior) and Mill Hill International. Cobham Hall is located in Kent and became part of The Foundation in 2021 and our most recent additions are Keble Prep and Lyonsdown School in North London.

Our stimulating academic environment and numerous activities outside the classroom encourage learning and personal growth. We are committed to the development of every pupil and believe that our friendly and supportive community helps this to happen.

We seek as a Foundation to instil a love for learning which will last a lifetime whilst balancing this with a readiness to embrace change, and therefore equipping our pupils for life, both now and in the future. We are committed to the on-going professional development of all our teaching and support staff as well as the full induction and training of all new staff.



JOB DESCRIPTION

Key accountabilities

While this list is not exhaustive and may be subject to evolution over time, the principal requirements of the post are as follows:

- To supervise classes when their regular teachers are not available
- To follow lesson information left by absent teacher or Head of Department, encourage pupils to engage in all activities set and return any completed work to the relevant teacher
- To maintain a productive working atmosphere within classes, with high standards for pupil behaviour and expectations
- To understand that a flexible approach is needed and that deployments may change at very short notice
- To promote Belmont Values (Be kind, Try your best, Embrace challenge) in all lessons and interactions with pupils
- To follow our Promoting Positive Behaviour policy with regard to rewards and sanctions
- Understand and follow our policies relating to Safeguarding and Health and Safety including all other relevant policies

General Responsibility

- To carry out duties in accordance with the termly Duty Rota
- To be available to support staff in the running of day/residential trips
- To contribute to the school's extensive extra curriculum programme
- To attend and participate in all staff meetings and training as required
- To support school events such as concerts, drama productions etc
- To support the running of Open Mornings on a Saturday (twice a year)
- To assume additional responsibilities as reasonably requested by the Deputy Head Academic or the Headmaster

For the right candidate, some lesson cover duties may be replaced or supplemented by other work in the School, such as taking Games and/or Activities. If you feel you have particular skills or abilities that may be useful, please clarify these in your letter of application.



PERSON SPECIFICATION

Abilities, Skills and Attributes

- High personal and professional standards
- Awareness, understanding and, ideally, experience of issues relating to safeguarding the health, welfare and safety of children
- Positive working relationships with colleagues and the ability to work as a member of a team
- Excellent time management, organisational and ICT skills
- Ability to take responsibility and to show initiative
- Positive attitude to managing behaviour in the classroom

In addition to a candidates' ability to perform the duties of the post, the interview will also explore issues, relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Attitudes to the use of authority and maintaining discipline



HOW TO APPLY

1

If you would like to apply for this role, please download the application form from the **School website**, Our Guidance Notes for Applicants can also be found on the website.

[View Online Page](#)

2

Your application form should be completed in full and returned to **applications@millhill.org.uk** by **9am on Tuesday 25 April 2023**. Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

Interviews: w/c Monday 8 May 2023

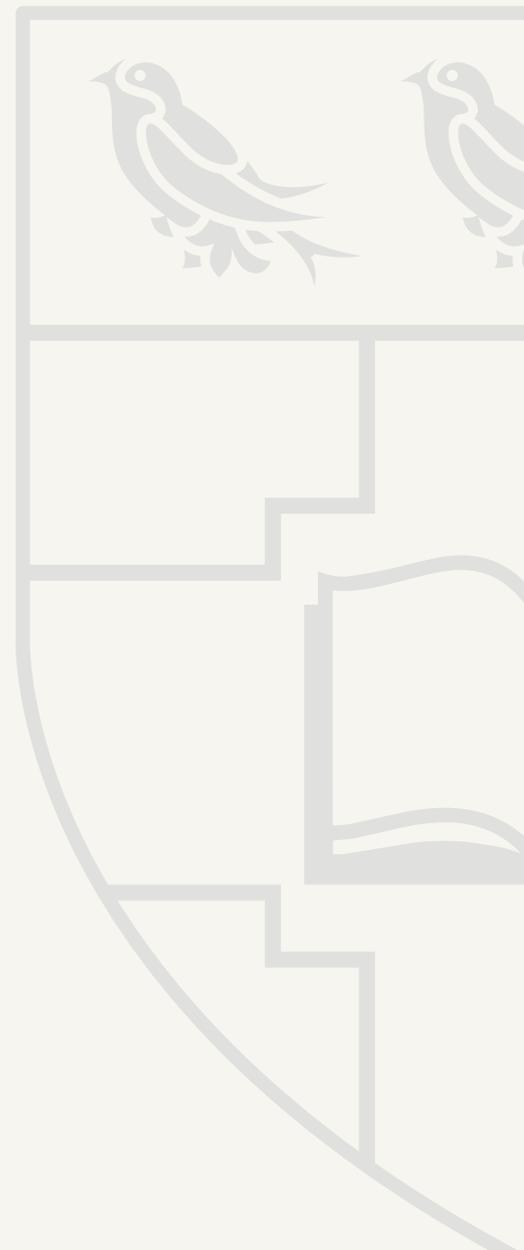
The Mill Hill Foundation is committed to safeguarding the welfare of children. The schools apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Foundation is committed to Equal Opportunities and welcomes applications from all sections of the community.



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millhill.org.uk/belmont



Belmont

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