



Woking High School

Inspire, Challenge, Achieve



Cover Supervisor
Application Pack
Summer 2023



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For further information or to arrange a visit, please contact:

✉ recruitment@wokinghigh.surrey.sch.uk

☎ 01483 888 447

Cover Supervisor

Surrey Pay Level 6*

8.30am to 3.30pm for 38 weeks per year, term time only

Permanent contract

Start date Immediate start or September 2023

**Surrey Pay Level 7 for qualified teachers*

Purpose

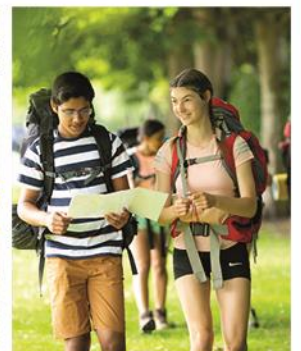
To ensure that all students receive an excellent education, which provides them with the knowledge, subject specific skills and core values needed to successfully access the wider world, become independent, informed thinkers, and well-rounded citizens. To champion our core values: personal responsibility, excellence, kindness, resilience, engagement and inclusion with students to ensure they develop the characteristics of a Woking High School student.

Job Profile

The role of Cover Supervisor is essential to the smooth operation of the school when teaching staff are unable to teach their normal groups. Cover Supervisors will also assist with support activities and resource preparation when not required to cover lessons. Cover Supervisors are required to be flexible in accordance with the needs of the school.

The person(s) appointed to the role will be responsible for facilitating the work set by the usual class teacher; they will be expected to ensure that students remain on task and complete the work. The Cover Supervisor will normally have sole control of a class of approximately 30 students although sometimes a Teaching Assistant will be in the class to assist with a specific student.

You may also be allocated to a department and on the rare occasion when there is no requirement to cover a class, you will be expected to undertake tasks within the school as necessary/required.





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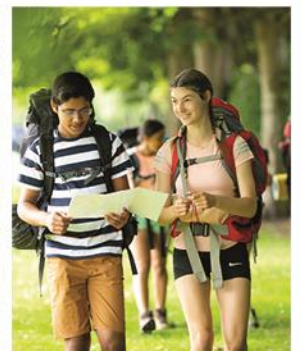
Responsibilities:

1. Ensure that school behaviour and TLA policies are adhered to in and outside of the classroom.
2. Ensure that the cover materials which have been left by the teacher have been delivered and report any issues to the Cover Coordinator and the teacher.
3. Monitor task completion throughout the lesson and support students to access tasks.
4. Maintain a purposeful working environment in which students are expected to work.
5. Challenge unacceptable behaviour, following the Schools Behaviour Management policy, reporting to the Head of Department where necessary and completing an incident form if required.
6. Report back to the teacher about completion of the work and any issues encountered during the lesson.
7. Prepare for lessons in advance by going through the materials before the lesson, checking if the necessary materials are available.
8. Demonstrate flexibility in handling changes to schedules quickly and competently.
9. Understand that cover may be immediate, planned, short or longer term.
10. Participate fully in the life of the school, attending and contributing to school meetings and collaboration.
11. Engage in professional development.

Training will be provided to equip the successful candidate with skills and strategies to carry out their duties.

Whole School Responsibilities

- Ensure that the responsibilities of the role are carried out in a way which reflects the mission and values of Woking High School.
- Establish and promote productive relationships with staff, students, parents/carers and governors, acting as a role model and setting high expectations.
- Play an active role in developing and implementing a vision for your area of responsibility in line with the mission and core values of the school.
- Be aware of and observe all policies, procedures, working practices and regulations.
- Uphold our commitment to safeguarding and to promote the wellbeing of children.
- Contribute to a culture of continuous improvement.
- Comply with all reasonable management requests.





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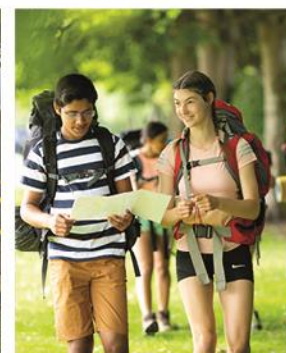
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Other

- Maintain the confidential nature of information relating to the school, its students, parents and carers.
- Model professional behaviour and attitudes in and outside of the school to ensure the highest standards of appearance and conduct are met.
- Always strive to improve own knowledge and skills by partaking in whole school professional development and taking advantage of CPD opportunities on offer.
- Carry out such duties as are reasonably required by the Headteacher.

Person Specification

	ESSENTIAL	DESIRABLE	EVIDENCE FROM
Qualifications and Training	<ul style="list-style-type: none"> • GCSE English and Mathematics, A Levels or equivalent. 	<ul style="list-style-type: none"> • Graduate level education. • Relevant professional qualifications. 	<ul style="list-style-type: none"> • Application Form
Successful Experience	<ul style="list-style-type: none"> • Recent experience of working with in a school, preferably a secondary school. • Working in a situation which requires managing other people. 	<ul style="list-style-type: none"> • Worked in more than one school. • Some knowledge of the National Curriculum. • Tutor experience. • Behaviour management experience. 	<ul style="list-style-type: none"> • Application Form • Letter of application • Reference • Interview
Health Attendance and Reliability	<ul style="list-style-type: none"> • Good attendance. • Good health. • Punctual. 		<ul style="list-style-type: none"> • Reference
Quality of relationships	<ul style="list-style-type: none"> • Ability to relate well to students, be an effective role model and motivate students. • Build effective professional relationships. • Ability to work as part of a team. 	<ul style="list-style-type: none"> • Work with parents. 	<ul style="list-style-type: none"> • Application Form • Letter of application • Reference • Interview • Observation (if appropriate)





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Curriculum Work	<ul style="list-style-type: none"> • Competent ICT Skills. • Understanding of the principles of the teaching and learning process. • Experience of providing administration support. 	<ul style="list-style-type: none"> • Ability to and experience of presenting on a topic to a group of people. 	<ul style="list-style-type: none"> • Application Form • Letter of application • Reference • Interview
Pastoral Work	<ul style="list-style-type: none"> • Willingness to contribute to the pastoral work of the school. • Opportunity to contribute to the extra- curricular programme. 	<ul style="list-style-type: none"> • Experience with safeguarding and/or health and safety requirements. 	<ul style="list-style-type: none"> • Application Form • Letter of application • Reference • Interview
Personal Qualities	<ul style="list-style-type: none"> • Professional manner at all times. • Excellent organisation skills. • Excellent communication (written and verbal). • Flexible. • Ability to work under pressure. 		<ul style="list-style-type: none"> • Application Form • Letter of application • Reference • Interview • Observation (if appropriate)
Requirements specific to the post	<ul style="list-style-type: none"> • Initiative (working with minimal supervision). 		<ul style="list-style-type: none"> • Application Form • Letter of application • Reference • Interview

Key: A = Application, I = Interview and Assessment, R = Reference, C = Certificate

Woking High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of the requirements of KCSIE, all roles are subject to online checks including Social Media. These are carried out by a 3rd party – <https://www.sp-index.com/>.

By applying for this role, you agree to these checks being carried out and your data being processed by SP-Index.

The successful candidate will be required to undertake an enhanced DBS check.

Woking High School is committed to providing all staff with continued professional development to support and develop them in their careers.

