



# HOE VALLEY SCHOOL

## COVER SUPERVISOR

### JOB DESCRIPTION & PERSON SPECIFICATION

#### SALARY: COMPETITIVE

#### THE SCHOOL

*"Hoe Valley School is an inspiring environment at the heart of its community where every student's experience is personalised. Our students will learn to think independently, pursue their ambitions and achieve to their highest potential."*

Hoe Valley School is:

- An outstanding, heavily oversubscribed secondary school which opened in September 2015 to serve the local community of South Woking
- Delivering innovative and exciting lessons to years 7, 8, 9, 10 and 11
- Committed to ensuring our students leave us with excellent academic outcomes, the skills to be 'work-ready' and the traits of excellent global citizens
- Following the national curriculum and offering an extended day, allowing time for additional Maths and English along with time for all students to complete their homework during the compulsory day
- A Google School with ICT fully embedded in all curriculum areas
- Committed to learning which is relevant with links to the 'real world' of business, higher education and the local community
- In a state of the art new school building on Egley Road, Woking
- Committed to supporting our staff to have a good work / life balance by offering longer school holidays, bespoke CPD programmes, minimising paperwork and meetings and ultimately by trusting our staff to deliver excellent outcomes

#### THE ROLE

This is an exciting opportunity for somebody who is looking to embark on a teaching career and wishes to gain classroom experience, or for a qualified teacher who wishes to take on a different role within a school environment. Hoe Valley School has a track record of supporting colleagues with their progression from this type of role onto salaried and non-salaried SCITT programmes and have coached them as they take on more regular classes, team teach and become co-tutors.

The successful candidate will be organised, reliable, enthusiastic and flexible. They will be able to command students' respect and build relationships with young people quickly and effectively. Reporting to the Director of Teaching and Learning, they will be deployed primarily to cover lessons the content of which will be provided by the absent teacher or Head of Faculty. When no cover is required they will be asked by the SENDCO to support vulnerable students in a Teaching Assistant capacity.

Like all staff at HVS, the job holder will represent the values and ethos of the School at all times and put the safety and wellbeing of our students first.

The role is full-time and is term time only

The School is committed to offering bespoke professional development pathways to all members of staff and would ensure the successful candidate has a development programme in place.

## **CORE RESPONSIBILITIES**

### **Teaching and Learning**

- To inspire students in their learning during tutor time and lessons
- To follow the calendar set on the School's MIS system each day
- To take the register promptly at the start of the lesson
- To follow the resources provided by the absent member of staff (or Head of Faculty)
- To circulate the room during the lesson supporting and encouraging students as required
- To feedback to the Director of Teaching and Learning when appropriate work has not been set
- To support in lessons in a Teaching Assistant capacity when no cover is required
- To give verbal and written feedback to students during the lesson
- To support in longer term absences, for example covering aspects of parental leave or staff illness if required

### **Behaviour and Safety**

- To ensure the absolute safety of all students on and off site
- To support with duties at break and lunch time if required
- To award house points and sanctions in line with the whole school policy
- To communicate effectively with parents in line with the whole school policy
- To model and enforce excellent standards of behaviour
- To monitor students' achievement, attendance, uniform, punctuality and behaviour and to respond promptly to issues in line with the School's policies
- To participate in the School's pastoral system as required
- To support on school trips and with the invigilation of examinations as required

### **School Improvement**

- To embody the School's values both on and off site
- To take on any other duties as reasonably required by the Senior Leadership Team

As a new School, job roles will evolve as the School grows. The above list is not exhaustive and may be subject to amendment in due course in discussion with the relevant employee.

## PERSON SPECIFICATION

Essential	Desirable	Assessment Criteria
<b>Qualifications &amp; Competencies</b>		
A good standard of education i.e. minimum of 5 GCSE's at A*- C including English and maths or equivalent	QTS	Application form
	Other relevant CPD	
<b>Experience</b>		
Experience of working with young people	Classroom experience either as a Teaching Assistant, HLTA or Teacher	Application form & interview
Experience of supporting and engaging with young people		Application form, interview & reference
Experience of using technology in the classrooms	Experience of working with the Google suite of applications	Application form, interview & reference
<b>Skills and Attributes</b>		
<p>Alignment with HVS Values:</p> <p>C - Courtesy : model the calm behaviours expected of others in terms of consideration, professionalism, trust and respect</p> <p>I - Integrity : fair and honest, trustworthy, committed to earn success through hard-work</p> <p>R – Resilience: Not giving up when times are tough, demonstrating endurance</p> <p>C - Community : A strong sense of responsibility to the community to improve the quality of the local environment for its residents</p> <p>L - Leadership : show leadership in thought and action, being open to new ideas and overcoming adversity to achieve success; communicating effectively</p> <p>E - Enthusiasm : a positive attitude towards life, passion, curiosity and a lifelong love of learning</p>		Application form, interview & reference
Ability to de-personalise behaviour, remain calm and ensure every day is a fresh start for students		Application form & interview
Confident in the ability to deal with challenging students, who struggle when not faced with their 'usual teacher'		Application form & interview

Strong organisational skills and ability to work proactively on own initiative and effectively as part of a team		Application form & interview
Excellent communication and interpersonal skills, written and verbal with a high level of accuracy in written work and data entry		Application form & interview
<b>Safeguarding</b>		
2 satisfactory written references including from current/most recent employer		Application form & reference
A satisfactory enhanced DBS check		