



The Henrietta Barnett School

Cover Supervisor

Full Time

Permanent, 36 hours per week, Term Time only

The Henrietta Barnett School is a high-performing state grammar school with approximately 790 girls aged 11-18. It is known for its warm, friendly ethos and is a 'Good' school. A Cover Supervisor is required as soon as possible (or as soon afterwards as possible) to be part of the Support Staff team with primary responsibility of covering teacher absence for classes in Years 7-11. We are committed to the safeguarding of young people and expect all staff to share this commitment. The successful applicant will be required to undertake an enhanced Disclosure & Barring Service (DBS) check.

Job Description

The following gives an overview of the responsibilities of the role. The list is not exhaustive and will adapt in consultation with the post-holder as needs change:

Responsibilities and Tasks:

- Supervise and, where possible, support the students in their class work ensuring that the work set is undertaken with due regard to the time allocated
- Liaise with teaching staff regarding work set in class, and with pastoral staff as appropriate
- Establish productive relationships with students and act as a role model
- Promote inclusion and acceptance of all students
- Be aware of, and comply with, all school policies and procedures, paying particular attention to those relating to Safeguarding, Health and Safety, Special Educational Needs, Positive Mental Health, Anti-Bullying, Data Protection and Behaviour Policy. Deal promptly with incidents in line with the school's established policies and encourage all students to take responsibility for their own behaviour. Report any concerns to the appropriate person
- Follow the school's Code of Conduct for Staff and promote positive values and attitudes

Pastoral and administrative support:

- Attend staff briefings, meetings and training as required
- Assist with lunchtime and after school supervision
- Contribute to, and participate in, school events and activities
- Escort and supervise students on educational visits and out of school activities
- Be part of the school's Support Staff team, providing administrative and pastoral support as required

Person Specification

- Well qualified with a minimum of A levels and preferably a degree
- Experience and/or interest in teaching, community and youth, health or social work
- Ability to communicate with a wide range of people and a high level of literacy and ICT
- Ability to engage with, and relate to, a range of young people both individually and in groups
- Ability to work as part of a school team, within school procedures and processes
- Excellent time management skills and the ability to prioritise
- Proactive, capable, flexible, reflective and willing
- Energy and enthusiasm for involvement in all aspects of school life, including Performing Arts and Sport

Accountable to: Director of Studies

Salary: SCP 7-10 (£25,629 – 26,913 FTE) depending on skills, qualifications and experience.

Applications

- If you wish to apply for this job, fill in the HBS application form and write a letter of application to the Head's PA, Ms Liza Silvanian, by Monday 2nd October 2023, explaining why you believe you are suitable for the role. Please email your application to recruitment@hbschool.org.uk Applications will be considered as they arrive. Short-listed candidates will be called for interview.