



SHENFIELD HIGH SCHOOL

COVER SUPERVISOR

IMMEDIATE START AVAILABLE

Information for candidates

COVER SUPERVISOR

Immediate start available

The role

We are looking for a committed and enthusiastic colleague to supervise whole classes during the short-term absence of teachers. A firm but non-confrontational approach towards classroom management is essential, as are excellent communication skills. This is the perfect opportunity to determine whether you would like to train as a teacher, or if you would like to gain more experience before securing a teaching position.

Previous experience working or training in a secondary school would be highly desirable. Induction and training will be given to the successful candidate.

As a Cover Supervisor, you will be perfectly positioned to work alongside various departments, adding support and strength as well as building key relationships and gaining a diverse range of skills and experience while working alongside your colleagues. You will be bringing the pre-planned work to life, keeping students engaged whilst managing behavior in the classroom.

Our School

Shenfield High School is a standalone 11-18 Academy with a comprehensive ethos and commitment to high academic standards supported by a significant investment in pastoral care and wellbeing.

The school is conveniently located close to Shenfield mainline station on the line into London Liverpool Street and home to the eastern terminus of the new cross rail Elizabeth Line. The school's location attracts outer fringe London allowance.

We can offer you:

- Outer Fringe allowance
- A 'Golden Hello' if you are a direct applicant to the school
- Employee Assistance programme
- Continuous CPD programme including NPQs and National College qualifications
- A 'Year 3' ECT programme providing continued support if recently qualified

We can also offer you:

- Supportive onboarding
- An all-inclusive and diverse organisation
- A chance to be part of the school's drive to increase and support student engagement
- The benefit of a multi-disciplinary team including a strong and experienced SEN team, teaching assistants, a student support officer, student support wellbeing lead and more...
- Free parking

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment. This appointment is subject to an enhanced disclosure check and positive references.

Please apply using the application form found on the school website - www.shenfield.essex.sch.uk, and a covering letter that outlines how your experience and skills fulfils the job description and person specification;

Please Note - Applications will be assessed upon receipt and we reserve the right to interview and appoint prior to the closing date. Early applications are therefore strongly advised. References will be requested prior to interview.

Closing Date is 5th January 2025

JOB DESCRIPTION: COVER SUPERVISOR

Shenfield High School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Salary: Scale 6 Point 13 to 17 plus Outer London fringe allowance
£28,163 - £30,060 + £706 (fringe)

Contract type: 25 hours per week, term time only

Pro-rata'd Salary: £16,313 - £17,412 + £409 (fringe)

Reporting to: Assistant Headteacher / HR Manager

Overall Purpose of Post

To provide support and manage students in and around the school during short-term absence of classroom teachers.

In the classroom:

- To take responsibility for whole class learning during the short-term absence of teachers.
- Give instructions for the lesson as provided by a teacher, the primary focus of the role being to ensure students are on task in their learning and that good order is maintained.
- To provide direct support for students

At break and lunchtime:

- To supervise students in maintaining an orderly environment in a specific area as part of the school's duty requirements

Main purpose

- Provide cover supervision as and when required in staff absence.
- Supervise pupils engaged in learning activities, keeping pupils on task and responding to general queries
- Provide objective and accurate feedback to the teacher on the conduct of the lesson
- Following school policies with regard to behaviour management, liaising with other staff as appropriate.
- Keep appropriate records including maintaining and monitoring students' records.
- To organise areas/rooms as requested and return to original state at end of session
- To undertake risk assessments for community work and put control measures in place
- To respect confidentiality at all times.

Standards and Quality Assurance

- Set a good example in terms of dress, punctuality and attendance.
- Uphold the school's behaviour code and uniform regulations.
- Participate in staff training and take a lead in own professional development.

General

- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- Act as a role model and set high expectations of conduct and behaviour, within class, support strategies designed to encourage and develop appropriate behaviour in a variety of settings, i.e. with individuals and group/whole class settings
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Attending relevant meetings and in service training provided by the school
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- Promote the inclusion and acceptance of all pupils
- Be responsible for the safety of children by exercising adequate control and supervision
- Use SIMS for the recording and interpretation of data
- Attend relevant school meetings as required
- To respect confidentiality at all times
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the careers leader will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">• Appropriate Literacy and Numeracy skills, ideally to NVQ Level 2.
Experience	<ul style="list-style-type: none">• Experience working in a school or lateral organization desirable.

Skills and knowledge

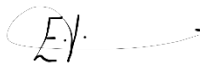
- Ability to apply behaviour management policies and strategies so as to contribute to purposeful learning environment;
- Working knowledge and skills of ICT to support learning (highly desirable);
- Ability to encourage pupils to learn using pre-set material;
- Ability to undertake varied duties;
- Ability to demonstrate limits of responsibility;
- Ability to work under direction of different people and as part of a team;
- Highly effective communication skills with both children and adults.
- Ability to gain respect of pupils through manner of confidence and authority;
- Able to organise own workload in the context of varied tasks;
- Able to work calmly under pressure;
- Ability to critically evaluate own performance and make any necessary changes to be more effective.
- Unswerving commitment to implementing whole school/staff policies relating to the safeguarding of children.

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: 27th November 2024

Headteacher/line manager's signature:



Date: 27th November 2024

ABOUT US

"Our vision is to prepare our students to embrace all opportunities and fulfil all ambitions. We strive to ensure our students are known and known well and prepared for a future of lifelong learning"

Shenfield High School is a standalone 11-18 Academy with a comprehensive ethos and a commitment to high academic standards supported by a significant investment in pastoral care and wellbeing.

We have over 1500 students on roll including more than 300 students in our sixth form; this year we have received over one thousand applications for 240 places in year 7 in September 2024.

We offer a broad and rich curriculum from years 7 to 13 with a full commitment to the traditional academic, creative and the physical. Our reputation for sport, both elite and recreational and for our creative arts is second to none for a state comprehensive school. Through the efforts of our highly engaged staff the curriculum runs strongly through into the extracurricular with clubs and activities offered in all areas.



The image features the school crest on the left, which is a shield with a crown at the top, a blue 'S' in the center, and the words 'ATTENBOROUGH' and 'NIGHTINGALE' on the sides. To the right of the crest are three interlocking gears of increasing size, with the words 'Challenge', 'Contribution', and 'Collaboration' next to them.

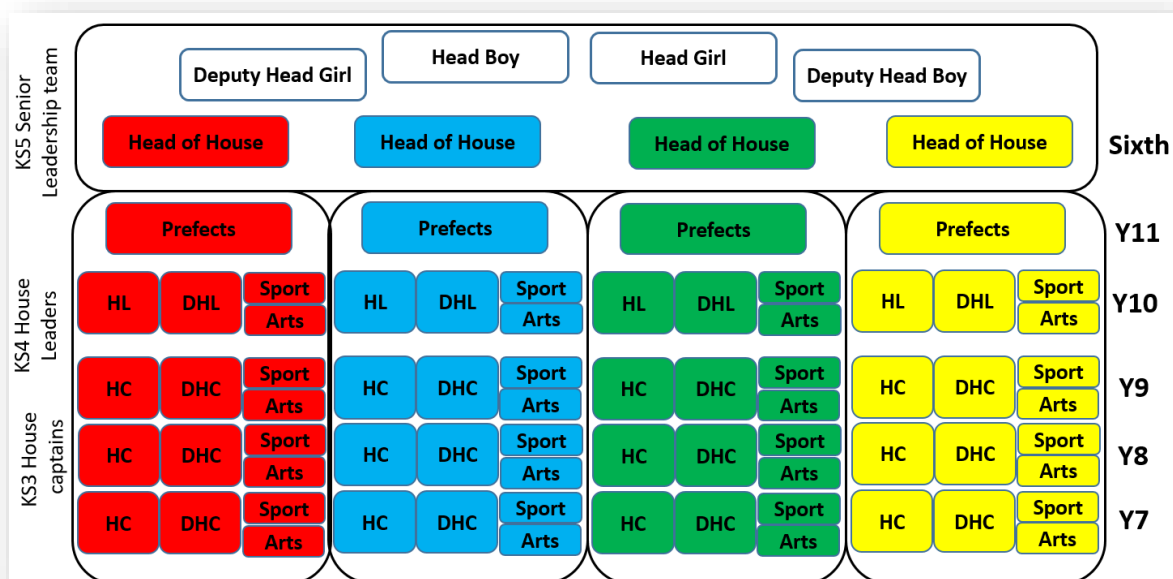
Extra Curricular

"The secret of success is to be ready when opportunity comes..."

The whole school community has devoted significant time in the past two years revisiting the school values and the House System.



Our school values form the basis of our behaviour and rewards policies and underpin our school culture whilst our House System forms the scaffold for our student leadership structure.



Student Leadership is no more evident than in our Combined Cadet Force (CCF). Our contingent is affiliated with the Royal Anglian Regiment and is the largest school contingent in the country outside of fee-paying schools





SUPPORT

Our greatest asset is our staff, 'Team Shenners'. Our teaching staff are very experienced and committed to Shenfield High School and they are complimented by a group of newer entrants to the profession who bring fresh ideas and energy to the school. The teaching team works hand in hand with the highly qualified and experienced support staff who are integral to the daily functioning of the school.

At Shenfield High School we recognise that starting at a new school whether a new entrant to the profession or more experienced can feel daunting and comes with added pressure. The evaluation extract below highlights some of the key actions taken this year in support of staff wellbeing:

- Three Year School Strategic Plan put in place to limit lurches based on annual outcomes
- 'People' a key part of strategic framework for all decision making
- Weekly briefing to limit whole staff emails and to ensure the week ahead is planned for
- Meeting time for 2023-24 stripped back
- Team Leader briefings reduced in frequency and duration
- Teacher contact time reduced across the board in 2023-24
- Wall planner showing key dates for the year ahead
- No requirement for data drops in school monitoring cycles
- Only one parental report each year with no requirement of written input from teachers
- All staff have access to external support service <https://www.educationsupport.org.uk/>
- HR Manager and Head teacher are MHFA trained
- Senior designated mental health lead in post ([Georgia Edwards](#))
- New mental health strategy in place
- GOVOX introduced to support individuals with tips to support mental wellbeing and to also provide school leaders with information on wider staff concerns

Shenfield High School is a strong community of staff, students, and their parents. Parents are very supportive of the school and recognise the uniqueness of some of the opportunities their children are afforded by attending the school.

As a standalone academy it is our governing body that works in partnership with the Headteacher and senior team in setting the strategic direction of the school. Our governors come from a variety of backgrounds and professions and are very supportive of the school. On the following page you can find an overview of our strategic framework that highlights our key focus areas for the years ahead.

THE APPLICATION PROCESS

The best way to find out about our school is to visit our website and come for a guided tour of the site.

If you are interested in a tour, contact the Headteacher's PA, Mrs Watson c.watson@shenfield.essex.sch.uk

- **The deadline for applications will be 5th January 2025**
- Please visit our website for an application form [Job Vacancies - Shenfield High](#) or email our HR Manager Mrs Kirk e.kirk@shenfield.essex.sch.uk
- In the personal statement please give your reasons for applying for this post and say why you believe you are suitable for the position. Please take note of the person specification and keep your statement to no more than two sides of A4.
- CVs are welcome in the first instance

Interviews are a two-way process, please ask as many questions as you have and make sure you feel this is the school for you.

If your interest in our school has been piqued by anything you have read here then we would love to hear from you.

We wish you well in your search.

Clare Costello

Headteacher

