



# SHENFIELD HIGH SCHOOL

Cover Supervisor

Information for candidates

L E A R N I N G F O R L I F E

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# SHENFIELD HIGH SCHOOL

## Cover Supervisor

### **Required ASAP**

Scale 6 Point 13 to 17 £26,873 - £28,770 plus £689 Outer London fringe allowance pro rata

Actual salary for 31.25 hours per week- £19,622 to £20,972

Term time only - 8:30am to 3:15pm.

We are looking for a committed and enthusiastic colleague to supervise whole classes during the short term absence of teachers. Previous experience working or training in a secondary school would be highly desirable. Induction and training will be given to the successful candidate.

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.

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.

If you would like an informal discussion about this position, please contact the HR Manager Mrs Whordley [k.whordley@shenfield.essex.sch.uk](mailto:k.whordley@shenfield.essex.sch.uk). Pre-application visits are encouraged.

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 enclose a letter (maximum of 2 sides of A4) with your application form that describes how your experience and skills fit the job and person specifications.

Closing date for applications: 5<sup>th</sup> February 2024 (midday). We will close this early if we have enough suitable applicants.

**For an application form please visit our website or contact our HR Manager Mrs Whordley [k.whordley@shenfield.essex.sch.uk](mailto:k.whordley@shenfield.essex.sch.uk)**



# JOB DESCRIPTION

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.

|                    |   |
|--------------------|---|
| <b>Job Title</b>   | Cover supervisor  |
| <b>Grade</b>       | Scale 6   |
| <b>Reports to</b>  | Assistant Headteacher/HR Manager  |
| <b>Job Purpose</b> | <p>To support and manage students in a variety of situations in and out of school demonstrating a flexible approach</p> <ul style="list-style-type: none"> <li>• In the classroom: <ul style="list-style-type: none"> <li>○ To take responsibility for whole class learning during the short-term absence of teachers.</li> <li>○ 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.</li> <li>○ To provide direct support for students</li> </ul> </li> <li>• At break and lunchtime: <ul style="list-style-type: none"> <li>○ To supervise students in maintaining an orderly environment in a specific area as part of the school's duty requirements</li> </ul> </li> </ul>  |
| <b>Duties</b>      | <ul style="list-style-type: none"> <li>• Provide cover supervision as and when required in staff absence.</li> <li>• Supervise pupils engaged in learning activities, keeping pupils on task and responding to general queries</li> <li>• Provide objective and accurate feedback to the teacher on the conduct of the lesson</li> <li>• Following school policies with regard to behaviour management, liaising with other staff as appropriate.</li> <li>• Keep appropriate records</li> <li>• To organise areas/rooms as requested and return to original state at end of session</li> <li>• Assist in maintaining and monitoring students' records.</li> <li>• Attending relevant meetings and in service training provided by the school</li> <li>• Participate in training and other learning activities as required</li> <li>• To undertake risk assessments for community work and put control measures in place</li> <li>• To respect confidentiality at all times.</li> </ul> |
| <b>General</b>     | <ul style="list-style-type: none"> <li>• 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</li> <li>• 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</li> </ul>  |

- 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
- Participate in training and other learning activities as required
- 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 a 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.

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.



SHENFIELD  
HIGH SCHOOL

RESPECTFUL  
RESPONSIBLE  
READY

# ABOUT US

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 2023.

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.



## 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.



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|                            |   |                |                       |                          |                |                       |                          |                |                       |                          |                |                       |       |
|----------------------------|---|----------------|-----------------------|--------------------------|----------------|-----------------------|--------------------------|----------------|-----------------------|--------------------------|----------------|-----------------------|-------|
| KS5 Senior Leadership team | <div>Deputy Head Girl</div> <div>Head Boy</div> <div>Head Girl</div> <div>Deputy Head Boy</div> |                |                       |                          |                |                       |                          |                |                       |                          |                |                       | Sixth |
|                            | <div>Head of House</div>  |                |                       | <div>Head of House</div> |                |                       | <div>Head of House</div> |                |                       | <div>Head of House</div> |                |                       |       |
| KS4 House Leaders          | <div>Prefects</div>   |                |                       | <div>Prefects</div>      |                |                       | <div>Prefects</div>      |                |                       | <div>Prefects</div>      |                |                       | Y11   |
|                            | <div>HL</div>   | <div>DHL</div> | <div>Sport Arts</div> | <div>HL</div>            | <div>DHL</div> | <div>Sport Arts</div> | <div>HL</div>            | <div>DHL</div> | <div>Sport Arts</div> | <div>HL</div>            | <div>DHL</div> | <div>Sport Arts</div> | Y10   |
|                            | <div>HC</div>   | <div>DHC</div> | <div>Sport Arts</div> | <div>HC</div>            | <div>DHC</div> | <div>Sport Arts</div> | <div>HC</div>            | <div>DHC</div> | <div>Sport Arts</div> | <div>HC</div>            | <div>DHC</div> | <div>Sport Arts</div> | Y9    |
|                            | <div>HC</div>   | <div>DHC</div> | <div>Sport Arts</div> | <div>HC</div>            | <div>DHC</div> | <div>Sport Arts</div> | <div>HC</div>            | <div>DHC</div> | <div>Sport Arts</div> | <div>HC</div>            | <div>DHC</div> | <div>Sport Arts</div> | Y8    |
|                            | <div>HC</div>   | <div>DHC</div> | <div>Sport Arts</div> | <div>HC</div>            | <div>DHC</div> | <div>Sport Arts</div> | <div>HC</div>            | <div>DHC</div> | <div>Sport Arts</div> | <div>HC</div>            | <div>DHC</div> | <div>Sport Arts</div> | Y7    |



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Student Leadership is no more evident than in our very own 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.



Our greatest asset is our staff, 'Team Shenners'. The majority of 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.

The new Deputy Headteacher for Behaviour and inclusion will work most closely with our large pastoral and safeguarding teams together with our SEND team who are very ably led by the school's SENCo. The school's investment in student wellbeing speaks to our inclusive ethos.

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.