



# Cover Supervisor

# Queen Mary's High School

Required as soon as possible

Casual, Permanent

## APPLICATION PACK

Queen Mary's High School  
Upper Forster Street  
Walsall  
West Midlands  
WS4 2AE

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**Email:** [qmarys@qmhs.merciantrust.org.uk](mailto:qmarys@qmhs.merciantrust.org.uk)

**Headteacher:** Mrs N Daniel

**Chair of Governors:** Mr T Normanton

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# WELCOME TO QUEEN MARY'S HIGH SCHOOL

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November 2024

Dear Applicant,

## **Vacancy for the role of Casual Cover Supervisor**

I would like to thank you for taking the time to find out more about this role at Queen Mary's High School.

We are looking to appoint an enthusiastic, dynamic and reliable Cover Supervisor to join our collaborative and supportive team. The successful candidate will be required to supervise classes during the absence of teachers, under the guidance of the Cover Manager and teaching/senior staff, to implement programmed work with students in or out of the classroom. It is important that the ideal candidate is able to work constructively as part of the teaching team, understanding classroom roles and responsibilities and their position within these. The successful applicant should be flexible and will be required to provide a high standard of cover supervision.

This is an exciting time to join Queen Mary's High School as a Cover Supervisor. It is a wonderful place to work and learn, teach and lead, and our students are truly exceptional. We have a dedicated, expert and conscientious teaching staff, ably supported by superb associate staff. Our ethos and values are demonstrated by the endeavour of all in our school community, who work together to ensure the highest standards of academic achievement, and to provide excellent pastoral care that supports, nurtures and empowers our students in achieving this excellence.

At Queen Mary's High School, we are not a school where one size fits all but we are a school in which diversity thrives, is encouraged and is celebrated. We are much more than the sum of our parts, growing exceptional talent in both our young people and in our staff. If you are, like us passionate about having a positive impact on young people's lives, and excited by this opportunity, we warmly welcome your application.

If you would like more information about the role, please contact Miss Tomkinson, Headteacher's PA, by emailing [m.tomkinson@qmhs.merciantrust.org.uk](mailto:m.tomkinson@qmhs.merciantrust.org.uk).

I very much look forward to hearing from you.



Mrs N Daniel  
Headteacher

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## THE SCHOOL

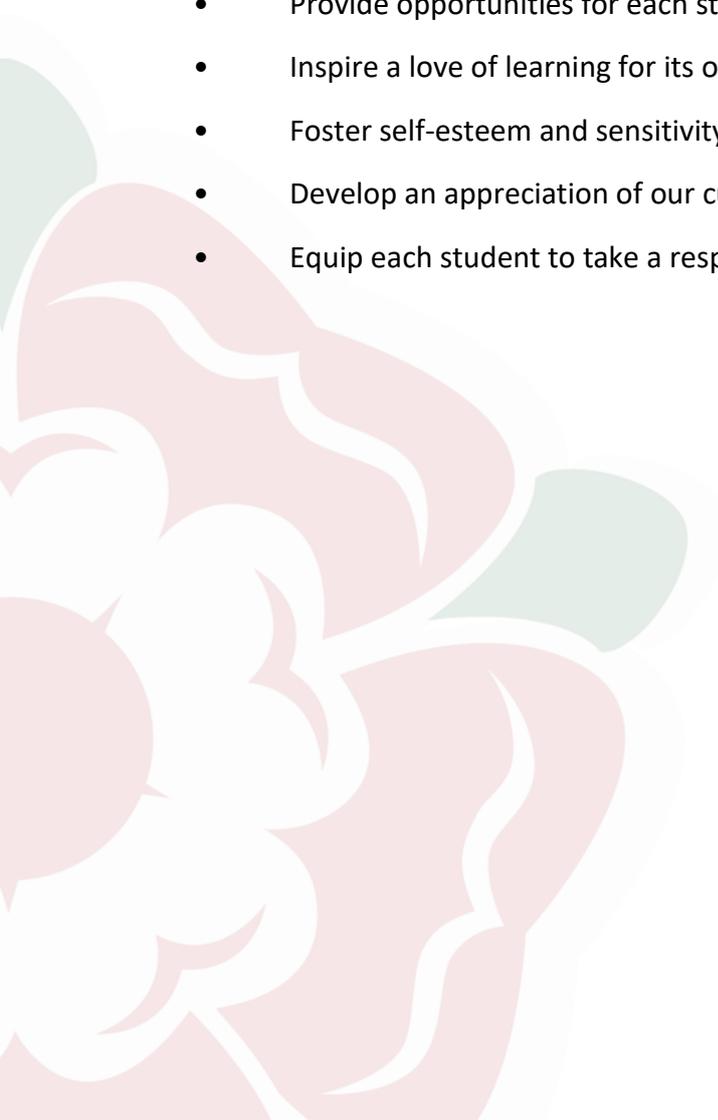
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Queen Mary's High School is an 11 to 18 selective girls' grammar school with approximately 920 students. This number is set to rise to in excess of 990 by 2025 due to an increase in PAN from 120 to 150 in 2019. There are a small number of male students in the sixth form.

Since the school's successful bid for funding from the Selective Schools Expansion Fund (SSEF), it has been able to increase its PAN and to engage in outreach to the local community with the aim of increasing the number of local disadvantaged children being admitted to the school. This, together with the inclusion of a lower qualifying score for disadvantaged local children, has resulted in the average percentage of disadvantaged students admitted to the school in Years 7-9 being 28% with the aim of this rising to 30% for the whole school over time.

Located in the heart of Walsall, Queen Mary's High School has been educating young women since it was founded in 1893. We are a busy, friendly and energetic school with a distinctive family-oriented ethos, a positive culture and an ambition for success. We draw our students from a wide area including Walsall, Birmingham, Wolverhampton, Sandwell and Staffordshire.

Our aim is to enable each student to achieve excellence in all aspects of their life. In order to achieve this, we:

- Provide opportunities for each student to achieve the highest possible standards
  - Inspire a love of learning for its own sake
  - Foster self-esteem and sensitivity to the needs of others
  - Develop an appreciation of our cultural heritage
  - Equip each student to take a responsible place in society
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## THE TRUST

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The Mercian Trust's name is both rooted in history and indicative of a geographical identity and ambition.

It was in Mercia that St Chad established an association of small monasteries which fostered unity through bonds of kinship. The Trust intends, a thousand years later, to adopt the same spirit of kinship in our approach to a Multi-Academy Trust. The Trust recognises the unique history and achievements of constituent schools and academies that are part of the Mercian family.

The Mercian Trust recently merged with the Q3 family of schools, it is a unique multi academy trust based in Walsall and Sandwell with selective grammar schools, 11- 16 and 11-18 comprehensive schools, a Studio School and The Ladder school, an Alternative Provision Free School.

Together our mantra is 'Life to the full in pursuit of what is good, right and true'.

We define this as equipping students to:

- Fulfil their potential
- Thrive in the world of work (when they leave our schools and sixth forms)
- Make a positive contribution to their families and the local, national and international community.

The Mercian Trust and Q3 family of schools are:

- Aldridge School
  - Queen Mary's Grammar School
  - **Queen Mary's High School**
  - Shire Oak Academy
  - The Ladder School
  - Walsall Studio School
  - Q3 Academy Great Barr
  - Q3 Academy Langley
  - Q3 Academy Tipton
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# COVER SUPERVISOR

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## Purpose and Duties

- To provide cover for absent teaching staff including during registration periods;
- To liaise as necessary with staff regarding the cover work set for their classes including collating work and reporting back on progress, behaviour, tasks completed to them after a lesson;
- To create a positive and conducive environment for learning whilst undertaking set work by absent staff;
- To report, as appropriate, using the school's agreed referral procedures, on the behaviour of pupils during the class, and any other matters arising;

## Effective Classroom Cover

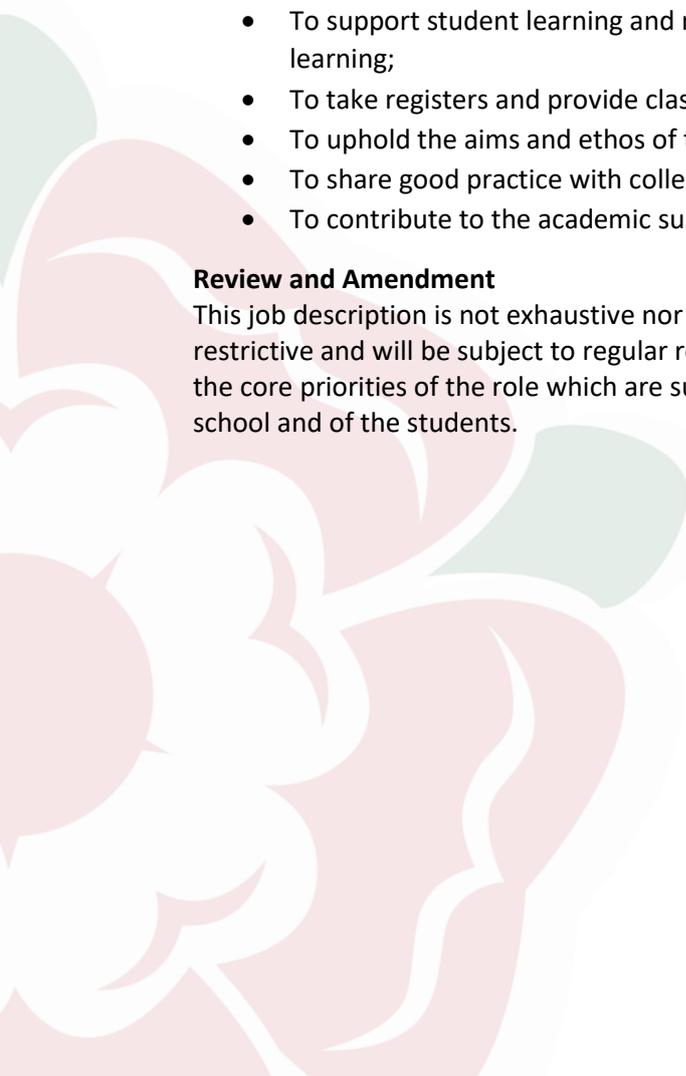
- Be responsible for a class of students in lesson time with due regard for their health and safety and the school's high expectations and work ethos;
- Supervise and, where possible, support the students with their class work, ensuring that the work set is undertaken with due regard to the time allocated;
- Start lessons with an appropriate greeting, request for quiet and take the class register;
- Clearly explain the work set by teachers, keep an eye on pace, look for ways of engaging the students, e.g., reading round the class, and ensure homework is written in student planners;
- Liaise with teaching staff regarding work set in class and pastoral staff as appropriate;
- Follow the school's behaviour management policy.

## Effective Whole School Support

- To support student learning and maintain a pleasant, positive environment conducive to learning;
- To take registers and provide classroom cover as required;
- To uphold the aims and ethos of the school;
- To share good practice with colleagues;
- To contribute to the academic success of the school.

## Review and Amendment

This job description is not exhaustive nor exclusive; it should be seen as enabling rather than restrictive and will be subject to regular review. It does not constitute a fixed list of tasks. It reflects the core priorities of the role which are subject to change depending upon the changing needs of the school and of the students.



# PERSON SPECIFICATION

	Essential	Desirable	Assessed
<b>Qualifications</b>			
A*-C grade in English and Maths at GCSE Level or equivalent.	✓		A
<b>Knowledge, Skills, Abilities and Experience</b>			
Experience of working in a cover supervision role within a school setting.		✓	A/R
Ability to use initiative and remain calm under pressure (or during any unexpected circumstances).	✓		A/I
Ability to work to predetermined instructions.	✓		A/I
Possess strong and effective communication and interpersonal skills, being able to address colleagues and students in an appropriate manner.	✓		A/I
Be self-motivated, enthusiastic and flexible in their approach.	✓		A/I
Familiarity with ICT (PowerPoints, Word, electronic whiteboards) to support student learning.	✓		A
Ability to work as part of an effective team showing enthusiasm, adaptability & flexibility.	✓		A/I
Ability to take responsibility for self, be accountable for own actions and be able to work on own initiative.	✓		A/I
Display accuracy and attention to detail.	✓		A/I
<b>Values and Attributes</b>			
A commitment to the values, vision, and wider ethos of Queen Mary's High School.	✓		A/I
A willingness to contribute to enrichment and co-curricular activities.	✓		I
A knowledge and understanding of safeguarding within a school setting and the commitment to safeguard and protect the welfare of children and young people.	✓		A/I
A clear sense of responsibility for their own professional learning and development and a willingness to develop expertise and undertake training programmes to support this.	✓		A/I
Have excellent punctuality, reliability and attendance.	✓		A/I
Be committed to Equality, Diversity and Inclusion and the principles and practice of equal opportunities.	✓		A/I

A = Application, I = Interview, R = Reference

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## SAFEGUARDING AND SAFER RECRUITMENT

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- Queen Mary's High School is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act and expects all staff and volunteers to share this commitment.
- You are required to:
- Uphold the school's policy in respect of child protection and safeguarding matters
- Have commitment to the school's equality policy
- Ensure any extra-curricular activities will be free from partisan, political and religious view. (Where political issues are discussed, a balanced view is always presented).

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## HEALTH AND SAFETY

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The Law requires employees to:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- Co-operate with their employers on health and safety matters.
- Carry out their work and duties in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.



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## KEY INFORMATION – HOW TO APPLY

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<b>Post</b>	Cover Supervisor
<b>Responsible to</b>	Cover Manager
<b>Contract and Salary</b>	<p>This is a casual position. Hours are dependent on the needs of the School but will be during term-time, Monday – Friday, between 8:45am and 3:40pm. There will be opportunity to work year-round.</p> <p>Unqualified teachers are paid a flat rate of £13.02 p/h (plus holiday pay)</p> <p>Qualified teachers (those with QTS) are paid a flat rate of £18.05 p/h (plus holiday pay)</p>
<b>Closing Date</b>	Monday 25 <sup>th</sup> November 2024
<b>Interview Date</b>	tbc
<b>How to apply</b>	Apply online through the Mercian Trust vacancies webpage.

