



MONK'S WALK
SCHOOL

CANDIDATE INFORMATION PACK



COVER MANAGER

JULY 2024

EXCELLENCE FOR ALL

THIS POST



MONK'S WALK
SCHOOL

We are seeking to appoint a Cover Manager to join our cover supervisor team from July 2024. The Cover Manager is responsible for organising cover for absent teaching staff as well as leading and supporting a small team of cover supervisors.

Closing date for applications: noon on Friday 17 May 2024.

KEY FACTS ABOUT MONK'S WALK

ALL ABILITY

For students aged 11-18 of all abilities.
Over 1400 students

POPULAR & OVERSUBSCRIBED

688 applications (210 first preference) for 236 places in Y7. 89% of parents say they would recommend the school (Parent survey June 2023)

STRONG ETHOS

Inclusive ethos with focus on mutual respect and good behaviour. We aim for our students to be co-operative, courteous and kind.

ACADEMICALLY SUCCESSFUL

Well above average Progress 8 score (0.6) for Year 11 students in 2023 and an average A Level grade of B-

BROAD CURRICULUM

24 courses at KS4 and 26 at KS5, including all three sciences

BROAD EXTRA-CURRICULAR PROGRAMME

A wide programme of activities, trips and visits and enrichment activities

POPULAR SIXTH FORM

268 in the sixth form and a member of the Welwyn Hatfield consortium.

STRONG FOCUS ON WELLBEING

For both staff and students. 93% of staff say they enjoy working at MWS (Staff Survey July 2023)

STRONG FOCUS ON STAFF DEVELOPMENT

We are committed to staff development including Initial Teacher and Early Career Framework training.

ABOUT OUR SCHOOL



We are a mixed school of about 1,400 11-18 year old students in Welwyn Garden City, a Hertfordshire new town on the outskirts of London.

Transport links are superb – direct rail links to London in less than 30 minutes; M1, A1(M), M11 and M25 all minutes away. WGC is a pleasant place to live – it even has John Lewis! The school is situated in a greenbelt area in the prosperous northwest corner of the city. Our grounds are magnificent and the view from the school is lovely. In September 2020 we opened a new teaching block to replace one of the more rundown ones. The DfE have just agreed funding for a new sports hall for the school.

Monk's Walk is a genuinely all-ability school. The number of students with learning challenges is in line with the national average, with 17% supported at SEN Support or with an Education and Healthcare Plan (EHCP). Our support for students with SEND is a real strength of the school.

We have a small number of blind or partially sighted students who receive specialist support. We also work very closely with Knightsfield School, a special school for deaf children on our campus.

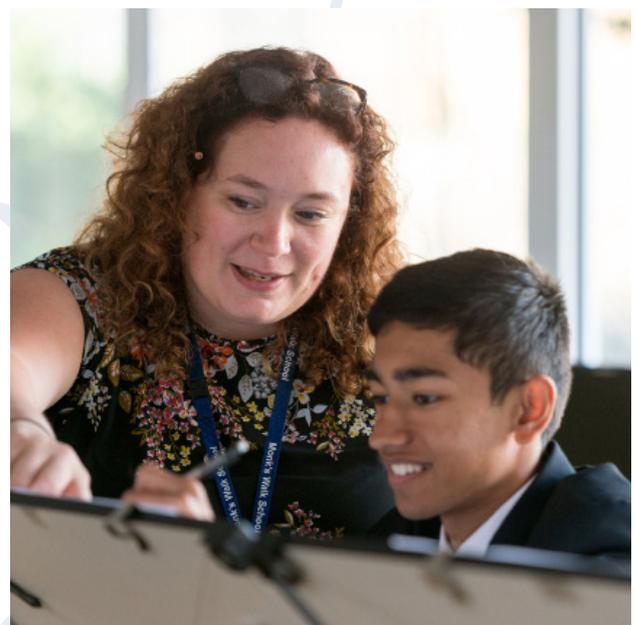
We do not pursue academic achievement at the expense of the wider development of the individual, however. Form tutors, heads of year and heads of house all have important roles in the social, personal and academic support of individuals. Our house system is strong, providing a range of all-ability competitions and activities for mixed age groups. Recently we have become the first school in the country to have a recycling machine with the credit going as house points. All members of staff are allocated a house, except me who has to try to stay impartial of course.

Parental confidence in the school is high; there were 688 applications for 236 places in Year 7 for September 2023,

with 210 of those as first preference. Each year we hear appeals for students wishing to join the school.

The school has an extremely effective behaviour policy and in general behaviour is very good indeed. Our students want to learn and our parents are, on the whole, extremely supportive. Attendance is high, although in common with most schools affected by COVID. Our aim is for our students to be co-operative, courteous and kind.

There is a genuine 'buzz' around the school and we have a very strong reputation in the city. In September 2023, the school was judged by Ofsted to be 'good'. We were really pleased with the comments made by inspectors and expect the report to be published any day now.





GCSE exam results in 2023 were outstanding . 60% of students gained the strong basics (grade 5+ in both English and Maths) and 78% standard basics (grade 4+ in English and maths). Our attainment 8 was 54.16 and progress 8 +0.60. All well above national. Students of all abilities did better than would have been expected, given their starting points. Disadvantaged students made the progress that would have been expected given their starting points – unlike in most other schools in Hertfordshire where it is often well below. Students with SEND did phenomenally well. To look at the school's provisional results in the league tables google 'school performance tables 2023'.



In terms of progress, disadvantaged and SEND students do better in the school than they do nationally. BAME students attain very well and have good progress, as do each of the ability groups. We pride ourselves on the fact that Monk's Walk is an inclusive school.

The school has about 268 in the sixth form and this is the largest sixth form the school has ever had. We are also a member of a consortium with four other schools which provides a wide range of opportunities for students. Monk's Walk has the largest sixth form of the five schools and currently we have 82 guest students in Year 12 and

61 in Year 13. At Monk's Walk we concentrate on providing A Level only (with the exception of iMedia), with decent numbers of students studying the facilitating subjects. Vocational programmes can be taken at Oaklands College or in other consortium schools.

A Level results in 2023 were also very good , with average point score per grade at 36.38 equivalent to B-. In 2022 almost all students who applied made it to their first or second choice university, high quality apprenticeship or employment. Students access a range of universities, with over 40% accessing Russell Group in 2022. We currently have 11 former students at Cambridge University.

Unfortunately, some schools are making cuts in creative subjects such as Art, Music, Drama and PE and even some DT specialisms. At Monk's Walk, these subjects are strong as we see these areas providing important learning opportunities for our students. All of these subjects are running at GCSE and A Level. Science subjects are among the most popular subjects at A Level.

We have a full orchestra (as well as other musical groups), thriving Art, Music, PE and Sport and an outstanding Drama department. Members of other departments involve themselves in extra-curricular activities in Music, Sport and Drama.

Knightsfield School (a special school for deaf children) is co-located with Monk's Walk School. We have an outstanding partnership arrangement; at key stage 3 Knightsfield students join classes in Art. A few students are also integrated into GCSE groups. Knightsfield students join ours for lunch every day in our canteen in B Block. One of our music teachers teaches at the school.

The school became an academy in September 2012. The decision to convert was purely pragmatic and trustees have no intention to make changes to teachers' pay and conditions beyond those made as part of national agreements.

Induction, training and continuing professional development have a very high priority in the school. All staff have an induction programme on joining the school.

GCSE exam results in 2023 were outstanding . 60% of students gained the strong basics (grade 5+ in both English and Maths) and 78% standard basics (grade 4+ in English and maths).



SAFEGUARDING

Safeguarding at Monk's Walk takes precedence over any other activity in the school. It's vitally important to us that students feel safe in school so they can learn and thrive. As part of the recruitment process, we will ask about safeguarding students and obviously questions about candidates' suitability to act as tutor. References will be sought and an enhanced criminal records check will be undertaken for this position. Please note, it is an offence to apply for a role where the applicant is barred from engaging in regulated activity relevant to children.

BEING AN ECT



If you are an ECT you would be offered the opportunity to spend 3 weeks with us in July and be paid for it. The three weeks gives you the chance for a really comprehensive induction programme. You will meet and observe some of your teaching groups and find out about your form. If you are a Year 7 form tutor, you will also take part in the transition day when Year 6 come up to the school. You will get to know the senior leadership team, your head of department and the members of your teaching team. Simple things, such as learning about the school's management information system and having a log-in, as well as becoming familiar with the staff and the school's facilities, will help you to have a flying start to your career when September comes. Hopefully, being familiar with the school will help you to have a restful holiday, free of any concerns, so that you can have a proper rest after your teacher training!

We also offer the full two-year ECT induction programme, offering a blend of face-to-face and online training for ECTs and their mentors, based on the Education Development Trust's DfE accredited provider materials. This provides training on key aspects of teaching such as assessment and behaviour for learning, as well as providing a local network of support with other ECTs in similar subject areas through the Alban Teaching School Hub. Additionally, all staff have access to a bespoke CPD programme which has learning and teaching at its centre. We know too that there is much to take on board when starting at a new school and provide a bespoke programme of six well-timed training sessions for ECTs and those new to the school to ensure that you are supported and fully informed about the procedures of the school.

Monk's Walk School's 'coaching culture' ensures that all ECTs are supported by experienced and trained instructional coaches, as well as by their Heads of Department and department colleagues. We provide opportunities to observe other colleagues, both within and across departments, as well as provide opportunities, Covid-permitting, to visit other schools.



Monk's Walk School is a fantastic place to start your teaching career. In the words of one of our previous NQTs (ECT): "I joined MWS as an NQT (ECT), and felt fully supported not just by my department, but by the staff as a whole. Everyone is so friendly and always willing to help if you need it. The school has a great atmosphere and ethos. This filters through to the students' behaviour and general attitude to learning, which has always been fantastic." Angelina Sordillo (DT teacher).

THE COVER SUPERVISOR TEAM



The cover supervisor team has three members of staff, two cover supervisors and the current cover manager. The Cover Manager oversees the management of the cover supervisor team as well as taking on some of the supervision of the lessons and the management of the cover on a day-to-day basis.

The cover supervisors take lessons for teaching staff who are absent; either planned or unplanned absences. Teaching staff plan the lessons and the cover supervisors deliver them. Our cover supervisors are expected to teach the lesson rather than set students work to get on with.

From time-to-time we ask our cover supervisors to undertake more long-term work, e.g. to cover for the work of a form tutor who may be absent for a few weeks or so. The work of our cover supervisors is of extremely high quality.

Experience of working with young people may be an advantage but is not a pre-requisite for this role. Our cover supervisors come with a range of experience, e.g. having worked in other educational settings or from university perhaps thinking of teaching as a career.

JOB DESCRIPTION

Post Title:	Cover Manager
Job Detail:	Full Time, 37.5 hours per week term time (38 weeks per year)
Job Grade:	H9
Responsible to:	Amber Cook, Deputy Headteacher

Job Purpose

To be responsible for the management of the school's cover on a daily basis in the event of teaching staff absence.

Key Responsibilities

- To monitor the reporting system for absences of teaching staff daily including the school diary, planning cover in advance wherever possible, to ensure sufficient cover is enlisted
- To organise cover for absent teaching staff using SIMS, utilising school staff in the first instance and external supply where necessary
- To keep track of absence/cover requests
- To liaise with external recruitment agencies to engage qualified supply staff to cover absences and temporary short-term vacancies
- To provide the necessary timetable and lesson information for supply and cover teachers to undertake their duties effectively
- To maintain confidentiality regarding staff absence information and other personal data
- Day to day line management of the Cover Supervisor team, currently 2 members of staff

As cover Supervisor you will be required:

- To undertake cover supervision as and when required
- To provide instructions within a lesson as provided by the teacher, maintain good behaviour and keep students on task
- Supervise students engaged in learning
- Provide general feedback to teachers on the conduct of the lessons covered

This job description sets out the duties of the above post at the time it was drawn up. The Headteacher may vary the duties from time to time without changing the general character or the level of responsibility entailed.

Monk's Walk is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced Disclosure and Barring service check will be sought as part of the school's pre-employment checks. If you are invited to an interview, you will receive more information.

PERSON SPECIFICATION

1. Educational Qualifications

- Educated to at least GCSE or equivalent with a minimum of grade C in English and Mathematics

2. Professional Experience, Knowledge and Understanding

- Experience of working with young people and supporting them with their learning (D)
- Experience in the line management of staff (D)
- Ability to build and form good relationships with colleagues, external agencies and students
- Ability to work as part of a team
- Ability to lead, develop and motivate a team of staff delegating duties as required
- Good standard of numeracy and literacy skills
- Ability to proficiently use ICT
- Ability to effectively maintain records and systems
- Able to communicate both orally and in writing
- Able to manage pupils in a classroom setting
- Understanding of safeguarding in schools (D – training will be provided)

3. Personal Qualities and Skills

Ideally, we are looking for someone who:

- Has strong interpersonal skills
- Can motivate, enthuse and inspire students and staff
- Is positive, energetic, creative and enthusiastic
- Is co-operative, flexible and responsible
- Is reliable, well organised and committed to high standards
- Is able to maintain confidentiality
- Is able to prioritise
- Is patient, optimistic and has a fantastic sense of humour

That's all!

D = Desirable

YOUR ROLE IN OUR FUTURE

Monk's Walk School is a thriving, vibrant, learning community where our aim is to bring the best out of everyone. It is a very good school with the ambition and plans to be even better.

We are not complacent though – we know all schools have room for improvement! We set ourselves high standards and ambitious targets to enable us to reach our goal. I hope this information has given you a flavour of our school. Please read the Ofsted report and visit our website and Facebook page – Monk's Walk School Official - for more information. If you feel you can contribute to the cover provision for the school and would like to join us, then please apply.

HOW TO APPLY

I really hope the information we have provided makes you want to apply to join us. If you would like to talk about the post in a bit more detail before applying, please contact Victoria Lyall, HR Manager. Her e-mail address is: Vlyall@monkswalk.herts.sch.uk.

Please apply, via the My New Term website. You should also include a letter of application. In your letter of application, please can you explain how you demonstrate that you fulfil the requirements of points 2 and 3 on the person specification (page 9 in this pack).

The deadline for us to receive your application is noon on Friday 17 May 2024.

We look forward to hearing from you.

We will shortlist for this post and then we will contact shortlisted candidates by telephone or e-mail to invite them for interview. We reserve the right to ask candidates for an earlier interview if appropriate. We will ask referees of shortlisted candidates to complete our reference form, a copy of which can be found on our website for your reference.

Matt Grinyer

Headteacher
April 2024

