



# **Dame Alice Owen's School**

**NoR 1,458, Sixth form: 441**

Ofsted: "An outstanding school", "Students achieve outstandingly well",  
"Behaviour ... is excellent"

## **COVER SUPERVISOR**

**Required as soon as possible**

**Full-time/Part-time permanent post (minimum of 2 days)**

**(must be able to cover at least Thursday and Friday)**

**Working term-time only plus inset days**

**Hours: 08:30 – 15:45, with an hour unpaid lunch (6.25 hours per day)**

**(one half hour lunch duty to be worked per week, additional payment will be given for this role)**

**Salary Scale: H4/6 – actual annual salary for full-time post £14,414**

**based on FTE salary of £20,043**

**Closing date: Noon, Friday 14<sup>th</sup> October 2022**

**Interview date: Tuesday 18<sup>th</sup> October 2022**

***We reserve the right to make an appointment before the closing date, so early applications are encouraged.***

The Governing Body of this highly successful, partially selective, mixed school invites applications for the post of Cover Supervisor. The successful applicant will be required to provide classroom cover for absent teachers. This will include managing and supervising classes of pupils and enabling work set by teachers, thereby ensuring the students continue to learn effectively. We will provide full training.

The school is situated on an attractive 35-acre site in the Green Belt, has excellent facilities and is committed to an extensive programme of staff development. Central London is easily reached by rail from Potters Bar and the school is close to motorway links.

**The Governing Body is committed to admitting the children of staff in line with our admissions procedures.**

Please download our [Support Staff application form](#) from our website to make your application. Please note that applications cannot be considered unless the application is completed in full. We are not able to accept CVs for any posts based in school. To apply, please email your completed application forms together with a covering letter stating why you are well placed to take this position at our school to [recruitment@damealiceowens.herts.sch.uk](mailto:recruitment@damealiceowens.herts.sch.uk) by **noon, Friday 14<sup>th</sup> October 2022**.



# Dame Alice Owen's School

Dugdale Hill Lane | Potters Bar | Hertfordshire EN6 2DU

Headteacher | Mrs Hannah Nemko MA

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## INFORMATION FOR APPLICANTS

Name of post:	Cover Supervisor
Location:	Potters Bar, Hertfordshire
Closing date:	Noon, Friday 14 <sup>th</sup> October 2022
Interview date:	Tuesday 18 <sup>th</sup> October 2022

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Thank you for your interest in applying to Dame Alice Owen's School. Though much of the information we have about our school is available on our website, we have put some key information together here to help you through the application process.

The school is committed to safeguarding children, young people and vulnerable adults and promoting the welfare of children and expects all staff to share this commitment. Please take time to read our Safer Recruitment and Safeguarding and Child Protection policies available in the vacancy section of our website.

The selection process includes scrutiny of the information provided in your application form and a request for references including a reference from your current/previous employer.

If you have any general enquiries about the recruitment process, or to arrange a tour or informal discussion about this position, please do not hesitate to contact Matt James, Assistant Headteacher - Curriculum via [jamesm@damealiceowens.herts.sch.uk](mailto:jamesm@damealiceowens.herts.sch.uk).

Applicants shortlisted for interview must bring original evidence of their qualifications for verification. Applicants will also be asked to complete a declaration regarding convictions and working with children as posts in schools are exempt from the provisions of the Rehabilitation of Offenders Act 1974. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced Disclosure and Barring Service disclosure check.

Please email your completed application form together with a letter of application to [recruitment@damealiceowens.herts.sch.uk](mailto:recruitment@damealiceowens.herts.sch.uk) by **noon, Friday 14th October 2022**.

We look forward to receiving your completed application.

Hannah Nemko  
Headteacher

## **Details of the School, Department and vacancy**

### **Introduction**

Dame Alice Owen's School is a mixed, partially selective secondary school with over 1,440 registered pupils and a vibrant and highly successful sixth form. Our school was founded 400 years ago by Dame Alice Owen, a remarkable philanthropist with an unusually modern vision for education. She established the first school in Islington and as demand outstripped space, it moved to its current setting in the Hertfordshire countryside. Because of its roots and its close and important relationship with the Worshipful Company of Brewers, there are 20 places each year for 11-year-old students from Islington. It also offers 65 places to the highest scoring applicants who sit the entrance exam each year and a further 10 places for the most talented or able musicians who apply for a place in Year 7. The remainder of the places in an annual cohort of 200 go to siblings, local pupils on the basis of proximity to the school and to those with priority need.

It is this combination of students and its truly outstanding record of achievement and added value that makes our school such a special place. It is oversubscribed by 5 applicants per place every year. Our dedicated staff, parents' association, governing body and school (staff and student) leaders constantly appraise and re-appraise the various aspects of school life, learning and achievement so we are never complacent. Our school faces the usual challenges of all educational establishments in the public sector, and ensuring that their impact is felt least by the students is a key objective.

We were delighted to be recognised as The Sunday Times Regional School of the Decade in November 2020 and the country's highest ranking non-fully selective state school of the year in 2021. Securing a place at Owen's has been described as "winning the lottery" in the Good School Guide and "the golden ticket" in Tatler. Our school benefits from some of the most able students in the country. Many of our school leavers from Year 13 have offers from top universities to choose from, including on average 20 places at Oxbridge each year.

Our Foundress left a number of fields in the then village of Islington to the care of the Worshipful Company of Brewers which now generate over one million pounds of additional income for the school annually, to support the school and especially the Sports Department. This creates a very special ethos and fosters the very positive staff working environment. The students and staff benefit from a number of traditions including Beer Money, staff awards and Visitation.

### **The Cover Department**

The Cover Department is a friendly and integral component to the smooth-running of the school. There is good communication between the teaching staff and our stable and long-standing cover team. The skills and subject specialisms amongst the cover team are used to best effect to ensure that effective provision is given to continue the good learning within the school. The school has very high expectations of its students, and the Cover Department works with the school to keep the students highly motivated and aspirational.



## Job Description

**Post Title:** Cover Supervisor  
**Responsible to:** Cover Manager

### Purpose of the role:

To work under the guidance of the Cover Manager, appropriate teacher and subject leaders and within an agreed system of supervision to:

- supervise whole classes during the short-term absence of teachers. The primary focus when supervising will be to maintain good order and to keep students on task. The Cover Supervisor will need to respond to questions and generally assist students to undertake set activities;
- support teaching or non-teaching staff when cover is not required;
- provide cover for form periods as required.

To support students and teachers, the Cover Supervisor will:

- use existing experience to support students in their learning;
- promote positive values and attitudes;
- deal promptly with incidents in the classroom and around the whole school, in line with school policy;
- encourage students to take responsibility for their own behaviour;
- manage the behaviour of students whilst they are working to ensure an appropriate learning environment which is purposeful, orderly and productive including tasks such as but not limited to:
  - completing electronic registers for form periods and each class;
  - dealing with any immediate problems or emergencies according to the school's policies and procedures;
  - collecting any completed work after the lesson and returning it to the appropriate teacher;
  - rewarding students, where appropriate, in accordance with school procedures;
  - reporting the behaviour of students during class or any issues arising as appropriate, using the school's agreed referral procedures;
  - establishing productive working relationships with students, acting as a role model and setting high expectations of themselves as well as the students;
  - promoting the inclusion and acceptance of all students within the classroom;
  - recognising and responding to the individual needs of students;
  - encouraging students to interact and work cooperatively with others and engage all students in activities;
  - setting challenging and demanding expectations and promote self-esteem and independence;
  - providing appropriate feedback to students in lessons;
  - implementing agreed learning activities/teaching programmes/practical lessons.
- provide feedback to the class teacher when appropriate.

When not required to cover classes or groups of students the Cover Supervisor will provide support for the administrative team or the teaching staff as appropriate and directed. The Cover Supervisor will support the school by:

- being aware of and complying with policies and procedures relating to child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person;
- ensuring all students have equal access to opportunities to learn and develop;
- contributing to the overall ethos/work/aims of the school through professionalism in all that they do;
- establishing constructive relationships and communicate with other agencies/professionals, in liaison with the teaching staff, to support achievement and progress of students;

- attending and participating in regular meetings including training and other learning activities as required;
- recognising his/her own strengths and areas of expertise and using these to advise and support others; and
- undertaking any other duties, which may reasonably be regarded as within the nature of duties and responsibilities/grade of the post as directed by, or on behalf of, the Headteacher.



## Person Specification

Education	Desirable / Essential
Good general education including GCSE in Mathematics and English at Grade C or above	E
Holds QTS	D
Higher degree or further education	D
Knowledge and Skills	
Experience of working with young people	E
Have strategies to engage students across the ability range	E
Good oral communication skills with ability to clarify and explain instructions	E
Experience of working in a classroom	D
Good knowledge of Microsoft packages including Word and Excel	D
Experience with Google Suite	D
An ability to communicate effectively with students and staff in a variety of ways	E
An understanding and commitment to equality of opportunity for all	E
Professionally discreet and able to respect confidentiality on sensitive issues	E
Understanding of the difficulties young people can experience in school	E
Understanding of the responsibility for promoting and safeguarding the welfare of children and young people within the school	E
Personal Attributes	
Have drive, enthusiasm, resilience, warmth and humour	E
Ability to work well within a supportive teamwork structure	E
Excellent attendance record	E
Have natural authority and the ability to motivate and encourage students and gain their respect	E
Confidence to review own performance	E
Be able to take direction but be prepared to take initiative when required	E
A commitment to improving their own practice	E
Flexible and adaptable	E
Reliable	E
A good sense of humour!	E

**This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post**