



**Edmonton County School**

*Educating our Community for Success*

**Cover Supervisor**

**Scale 5**

**Permanent**

Required: January 2025

**Cambridge Campus**  
Great Cambridge Road,  
Enfield EN1 1HQ

**Bury Campus**  
Little Bury Street,  
Edmonton,  
London, N9 9JZ

Tel: 020 8360 3158 Email: [ECSRecruitment@edact.org.uk](mailto:ECSRecruitment@edact.org.uk)

Head of School: Paul Miller

# About EdAct



**EdAct**

[www.edact.org.uk](http://www.edact.org.uk)

Our Trust comprises Edmonton County Secondary School (Bury and Cambridge Campuses), Lea Valley Academy, Edmonton County Primary School, and from September 2022 both Salmon's Brook School (Special) and the EdAct Therapy Centre.

Our Academies provide an education for children aged 4-18 in North London. We have been educating young people in this part of London since 1919 and throughout that time our approach has been epitomised by high standards and academic excellence, a tradition that continues today.

Our values of aspiration and achievement, personal responsibility, self-discipline and mutual respect are evident in all our work and result in young people who develop and grow as independent, resourceful and resilient individuals.

The Trust has set out the following vision for its work:

- E**xcellence in all we do
- D**eveloping a shared understanding of teaching and learning by sharing strengths and best practice
- A**mbitious and Accountable to our community for the better use of public funds so more resources are available to address the challenges we face
- C**reative in our approach to achieving the best for the children
- T**rusted by the community to provide a high-quality education and a great place to work

As a Trust we are committed to providing the best for the children in our schools but also to offer excellent professional development to our wonderful team of staff. If you join us you will enjoy excellent conditions of service and teach children who are keen to learn and succeed. The success of our Trust means that you will have great career prospects either within the Trust or beyond.

We look forward to hearing from you

**Dr Susan Tranter**

**Chief Executive**

# About ECS



## **Edmonton County School**

**[www.edact.org.uk](http://www.edact.org.uk)**

## **Edmonton County School - Ofsted reports**

Edmonton County School (ECS) is a 4-18 mixed, community, comprehensive school with a long history of providing a high-quality education to the communities of Enfield and Edmonton. Although we are a large organisation, with over 1800 students and around 250 staff making up our school community, our dual-campus structure means that the young people in our care have the experience of being in a caring and supportive environment that much smaller schools can offer.

ECS has a hard-working and high-calibre staff working as teachers and members of the wider workforce. Together, we share the aim that we are 'Educating our Community for Success'. The governors, staff and myself share a passionate commitment to meeting the varied individual needs of all our students, in order to ensure they leave ECS with the best possible academic qualifications. We want them to enjoy every aspect of their learning and we want them to develop as individuals, so that they leave us as confident and socially-responsible young people who are well equipped to contribute to society and enjoy success in whichever field they choose for themselves.

At Key Stage 4 (GCSE), the progress of our students is consistently good, whilst post-16 the progress of our students studying A Levels puts the school in the top 10% of Sixth Forms nationally. Whilst we continue to enjoy increasingly high standards of academic achievement, we are always ambitious to do even better and we are continually looking for ways to raise the level of achievement of our students.

Research has shown that strong partnerships between parents and school staff have a positive impact on a child's progress and helps them to feel good about school and their education. I have been teaching in north London schools for over 25 years and have been a senior school leader for over 15 years. I know that a successful school and happy children depend on all of us working together.

Working together also ensures that children are getting a consistent message about good behaviours. Our school is a calm, orderly place and we have high expectations regarding attendance, punctuality, attitudes towards learning, showing respect to members of the school community and the wearing of our uniform, both in school and in the local community.

I look forward to hearing from you.

**Paul Miller**

**Head of School**

# Job Description: Cover Supervisor



<b>Post Title:</b>	<b>Cover Supervisor</b>
<b>Grade:</b>	<b>Scale 5</b> <b>29 hours 30 minutes hours per week 39 weeks per year</b> <b>(term time only)</b>
<b>Hours:</b>	<b>8.10am – 3.10pm (two 35 minutes breaks daily), plus one 3:10-3:30pm</b> <b>duty per week</b>
<b>Responsible to:</b>	<b>The Senior Cover Supervisor</b>
<b>Purpose of the Job:</b>	<b>To supervise classes during the short-term absence of the assigned</b> <b>teacher. To invigilate internal and external examinations.</b>

## Main Duties and Responsibilities

1. Supervise work that has been set by the teacher.
2. Manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment.
3. Respond to any questions from students about process and procedures.
4. Deal with any immediate problems or emergencies according to the school's policies and procedures.
5. Collect completed work after the lesson and pass to the appropriate teacher.
6. Report, as appropriate using the school's agreed referral procedures, on the behaviour of students during the class and on any problems arising.
7. Support within faculties as directed when not supervising classes.
8. Invigilate examinations.
9. To take part in duty rotas.
10. Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.
11. To act at all times in accordance with school policies and to provide a professional role model for pupils, parents and other staff.
12. Any duties on behalf of Edmonton County School within the London Borough of Enfield, including Tutor Time, Break Duties and Lunch Duties.
13. Any other reasonable duties within the scope of this function and grading as directed by the Executive Headteacher.

Edmonton Academy Trust is committed to safeguarding and promoting the welfare of children and young people All staff are expected to demonstrate this commitment by signing the school's Code of Conduct.



This person specification describes the skills, abilities and experience that we think are needed to do the job successfully. You should think about these carefully when writing the supporting statement part of your application form. We use the person specification as a benchmark against which we assess all candidates.

We will shortlist only those applicants who demonstrate in their application that they meet the criteria set out in the person specification. You should therefore make sure that your supporting statement demonstrates, how your previous experience, skills, qualifications and abilities match all those on the person specification.

You may find it helpful to list each of the person specification criteria as a separate heading and explain how you meet that criterion. When outlining your skills and abilities, try to give examples of your successes and achievements. Simply saying 'I have an understanding of...' is not enough.

- GCSE Grade C minimum (or equivalent) in Maths and English.
- Excellent punctuality, attendance and health record.
- Ability to instruct and manage the behaviour of pupils in the classroom
- Ability to promote a positive learning environment
- Good interpersonal skills; the ability to liaise with outside organisations and agencies and staff at all levels.
- Good keyboard and ICT skills – experience in using Microsoft Office; Word, Excel, databases, e-mail and Internet.
- Excellent written and oral communication skills.
- Ability to prioritise own workload.
- A keen and flexible attitude to work.
- Good organisational skills, ability to work in an organised and efficient manner.
- Ability to work well as part of a team across two school campuses.
- Have experience of working in a workshop related environment.

# How to apply

You can apply online by completing the application form:

<https://edact.org.uk/careers>

We look forward to hearing from you.



## Cambridge Campus

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## Bury Campus

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Head of School Paul Miller