

Recruitment Information Pack

## COVER SUPERVISOR



**Highdown School &  
Sixth Form Centre**

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# Job advert



**HIGHDOWN SCHOOL  
AND SIXTH FORM  
CENTRE**



1560 on roll  
11-18 mixed comprehensive

Headteacher:  
Ms Laura Mathews

## **COVER SUPERVISOR**

**30 hours per week (part time hours possible). Term time plus 5 Staff Training days.**

**To start ASAP**

**Salary: (GLF Specialist, Point 1—9, £26,272—£28,136)**

**Actual salary £18,834.70 — £20,171.03**

Highdown School and Sixth Form Centre is a very popular, oversubscribed and successful school set in 28 acres of parkland in Caversham to the north of Reading.

We are seeking to appoint a Cover Supervisor to cover lessons for absent teaching staff. Applicants should be confident, supportive and possess good interpersonal and communication skills.

We are keen to appoint a proactive and passionate individual with a strong classroom presence, with excellent classroom and behaviour management skills. The ideal candidate will have experience of working in a similar environment.

You will be linked to a curriculum area and will undertake administrative tasks when you are not required for cover.

### **Why Highdown School?**

- We are a Good School with many outstanding features which continues to rapidly improve
- We are committed to staff professional learning and leadership development for all staff, at all levels
- Staff have subsidised access to Highdown Sport and Leisure facilities

**We are on a journey to becoming a 'regional centre of excellence'. Why not join us?**

**Closing Date: Applications will be considered on receipt**

**To apply, please go to the following link: <https://www.eteach.com/careers/highdown-reading/>**

Highdown School is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. We are also trained in safer recruitment and the successful applicant will be subject to an enhanced DBS check and a 'Prohibition from Teaching' check. As part of our safeguarding procedures, candidates will also be subject to an online record search.



[office@highdown.reading.sch.uk](mailto:office@highdown.reading.sch.uk)



0118 901 5800



[www.highdown.reading.sch.uk](http://www.highdown.reading.sch.uk)

Highdown School and Sixth Form Centre, Surley Row, Emmer Green, Reading, RG4 8LR





<b>Core purpose</b>
To provide class supervision when a teacher is absent and play an important role in the school cover system as part of our team of Cover Supervisors
<b>Key Accountabilities</b>
<b>Learning &amp; Teaching</b>
<ul style="list-style-type: none"> <li>• Supervise classes when a teacher is absent</li> <li>• To complete a class register for each class you supervise</li> <li>• To communicate the work set by the class teacher to the students</li> <li>• To oversee the using of books and equipment necessary for the lesson</li> <li>• To oversee the collecting of books and equipment at the end of the lesson and ensure they are returned to the appropriate place</li> <li>• To return work etc. to the class teacher and inform him/her of the point reached by the students.</li> <li>• To maintain good order in the classroom and to assist students where necessary</li> <li>• To ensure the students tidy up and leave the classroom in good order</li> <li>• Accompany staff on school trips</li> <li>• Assist with examination invigilation</li> <li>• Complete administrative tasks where appropriate</li> <li>• Additionally, at times when no cover is needed, to support the work of a specified curriculum area by, for example, preparing resources and materials etc.</li> </ul> <p>Cover Supervisors are not expected to teach but rather supervise students who have been set work by the absent teacher.</p>
<b>Accountability</b>
GLF Schools expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.
<b>Collaborative working</b>
GLF Schools promotes a cross-cluster collaborative approach, allowing colleagues to share expertise and experience, ensuring all children in our schools receive an excellent education and reach their potential. Through this cluster model, GLF Schools is committed to providing opportunities for professional development and career progression.
<b>Safeguarding</b>
GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

# Person Specification



<b>Job Title: Cover Supervisor</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>		
Experience in a similar role		√
<b>Qualification</b>		
Good literacy and numeracy skills evidenced by grade 'C' at GCSE (or equivalent) in English & Maths	√	
<b>Knowledge and Skills</b>		
Good communication skills	√	
Sound awareness of personal impact on others	√	
Able to confidently and competently apply knowledge and skills in a practical classroom context	√	
Good planning and organisational skills	√	
Good ICT skills		√
Ability to relate to, and communicate with, students in and out of the classroom	√	
<b>Personal Attributes</b>		
High expectations of all students	√	
Flexible and adaptable to working across different year groups	√	
Communicate effectively, orally and in writing, with colleagues, parents, governors, external agencies and the wider community	√	
Developing and maintaining good relationships with colleagues	√	
Have a positive attitude, energy and commitment	√	
Willing to become involved in extra-curricular activities		√
Ability to work as part of a team	√	
The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the GLF Safeguarding and Child Protection Policy and the GLF Staff Code of Conduct	√	
<b>Safeguarding</b>		
GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.		

# Recruitment Process

## Safer recruitment

Highdown School and Sixth Form Centre is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. All appointments are subject to an enhanced DBS clearance, a 'Prohibition from Teaching' check, and satisfactory employment references. As part of our safeguarding procedures, candidates will also be subject to an online record search.

Interview panel members are trained in safer recruitment processes.

## Diversity

We welcome applications from under-represented groups including ethnicity, gender, identity, age, disability, sexual orientation or religion.

## Application form

All interested applicants should complete a Highdown School application form via our website. Please click [here](#) for our application form. Please submit your completed application via email to Miss Burns, Headteacher's PA at: [hnb@highdown.reading.sch.uk](mailto:hnb@highdown.reading.sch.uk). Please also complete and return a '[Declaration of Convictions](#)' form with your application.

## Closing date

Please see individual [job advert](#).

## Short-listing

Short-listing will take place shortly after the closing date. Those successful short-listed to attend an interview will be contacted via email or phone. Where possible, we try to publish the interview date on the advert.

Unfortunately, due to the volume of applications we will only be able to respond to candidates who have been short-listed.

## References

All offers of employment are subject to the receipt of two satisfactory references, one of which must be from your current/most recent employer. If you are successfully short-listed to attend an interview we will contact your named referees to provide a reference prior to interview.

## Offer of employment

We will make a verbal offer of employment to the successful candidate by telephone. This will be followed up by a written 'Offer of Employment' letter. All offers are subject to enhanced DBS clearance, a 'Prohibition from Teaching' check, and satisfactory employment references.

## Unsuccessful candidates

Unsuccessful candidates will be notified by telephone.

## Data protection

Please see our Policy Statement [here](#) for further details.

# About Highdown



## About us

Highdown was established as a comprehensive school in 1971. Currently we have in the region of 1500 students on roll from 11 to 18 years of age. The school includes three Grade II listed buildings within its 28 acre grounds.

Highdown School and Sixth Form Centre is a thriving school where all students are challenged to reach excellence every day. These pages will tell you more about the school community and the opportunities available for our students.

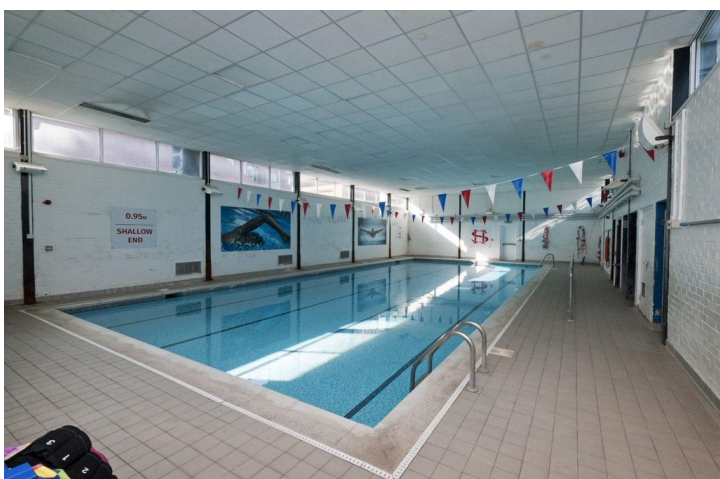
## Highdown Community

Highdown has a supportive community.

Students are encouraged to be aware of their place in the wider world and to show consideration for all those with whom they come into contact.

Highdown enhances its experiences with the local primary schools as well as the local residents of Emmer Green.

Highdown frequently explores activities and events in order to get the community involved and to help the community around us.



## Facilities

Highdown School offers a large range of facilities from general purpose classrooms to sports and leisure facilities.

Click [here](#) to find out more about our facilities.



## Highdown Life



Working at Highdown is a pleasure. What sets it apart from other local schools is the sense of community Highdown provides to Emmer Green. Colleagues at Highdown enjoy excellent benefits, unrivalled teaching resources and equipment, mentoring, colleague support as well as opportunities for professional development and promotions.

Members of staff at Highdown work extremely hard as members of aspirational, respectful and excellent teams. Be it a warm welcome, fresh fruit and our own Café, thoughtful touches make a difference and teachers and members of the support team feel cared for.



Colleagues across Highdown collaborate frequently with one another, exchange ideas for best practice, develop knowledge and skills and devise new ways of teaching and supporting our students. Everyone learns from one another.



## Testimonials

*" I have learnt and developed hugely in my time at Highdown and have been fortunate to work with many of the leadership team which has helped shape and prepare me for a leadership role I will now take on. "*

Colleague



*"I just wanted to congratulate you and your team for the very good Ofsted report and also for the excellent GCSE / A level results....*

*All excellent."*

*"It continues to be a very tough and emotional year for all of our young people and for everyone working in the school. I cannot do anything other than to say I am so grateful for all that you are doing for them."*

Parent

*"I wanted to write to highlight the excellent behaviour I have observed among your pupils on their way to school. I am a Caversham resident and usually run three mornings a week. I regularly pass Highdown pupils on their way to school. When I have stepped aside to allow pupils to pass and to maintain a social distance, I have almost always been the recipient of a 'thank you'. Likewise, pupils have politely stepped aside to allow me to pass. I was extremely impressed with both the politeness and understanding of the importance of social distancing observed by your pupils. A credit to your school – well done! "*

Local Resident



*"Highdown makes school life as good as it could be"*

Student

## Benefits

Extensive bespoke professional learning programme	Fair Workload Charter	Free tea, coffee and fruit in our staff room	Comprehensive onboarding and induction programmes
Employee Assistance programme	Laptops for teachers	Kudos Benefits	Career Progression opportunities
Admission priority for 'children of staff'	Subsidised meals from Gallery or Café6 bistro	Dedicated staff work space, e.g. staff room, departmental faculty work spaces, Professional Learning Hub	Special leave for occasions such as family events
Annual Leave	Pension Schemes	Staff workload and wellbeing initiatives, e.g. no staff meetings in Term 5	Coaching culture
Child care vouchers supported	Access to Occupational Health	Subsidised onsite gym membership	Links with partner organisations, e.g. PiXL

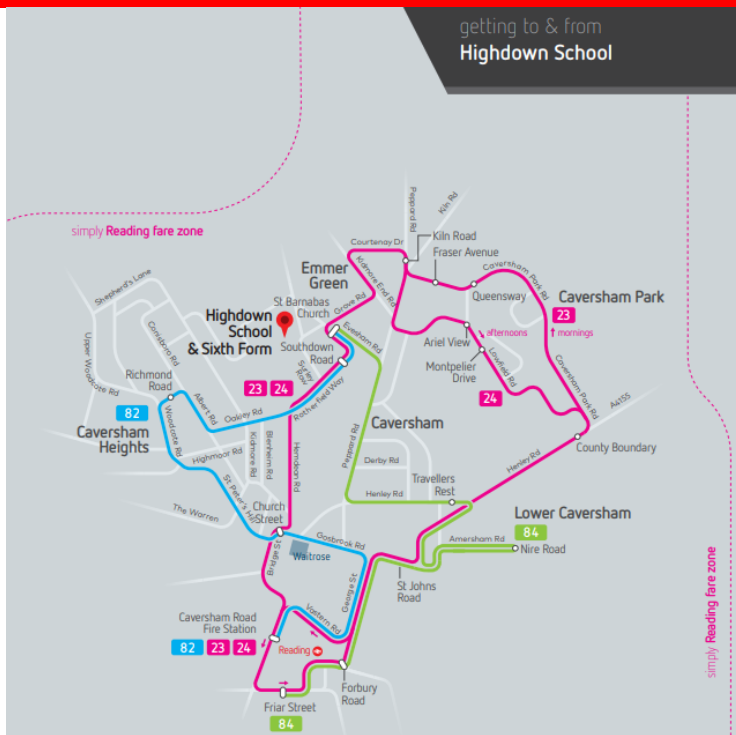
# How To Find Us

**Highdown's Location** | We are located in Emmer Green, Caversham on the outskirts of Reading, Berkshire, England.

**By car** | We are about a 10 minute drive from Reading town centre and a 20 minute drive from the M4 motorway. From Reading follow over Caversham Bridge, left to Hemdean Road, right onto Rotherfield Way, left up Surley Row hill. The school is at the top of the hill on the left.

**By bus** | The School and the community of Emmer Green is served by local bus services **23, 24, 82** and **84** (operated by [Reading Buses](#))

**By train** | Our nearest rail links are at [Reading Station](#), which is about 2 miles from the School.



Click [here](#) to find out the best way to get to us.



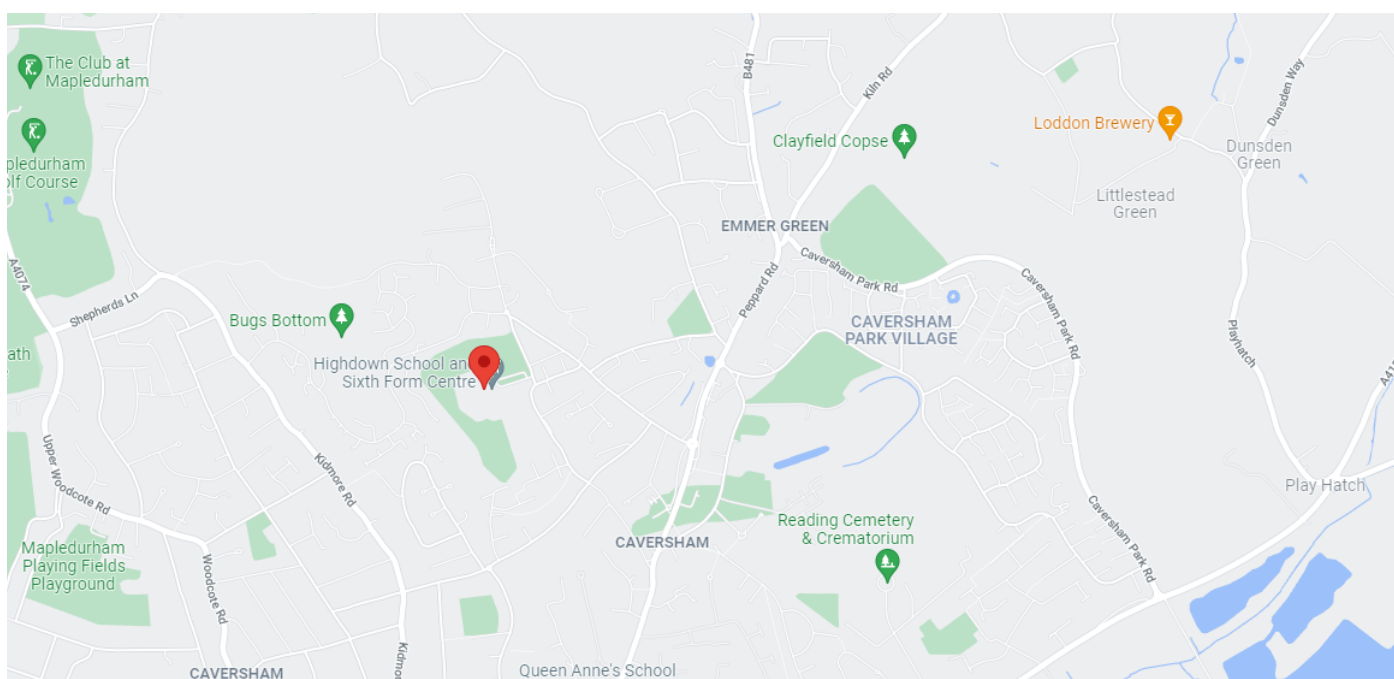
0118 901 5800



[office@highdown.reading.sch.uk](mailto:office@highdown.reading.sch.uk)

**We have a separate pedestrian and vehicle intercom.**

**Upon arrival please buzz the red button on our intercom.**







**HIGHDOWN SCHOOL AND SIXTH FORM CENTRE**

**Surley Row, Emmer Green, Reading, RG4 8LR**

**Tel: 0118 901 5800**

**Email: [office@highdown.reading.sch.uk](mailto:office@highdown.reading.sch.uk)**

