



Hillcrest School & Sixth Form Centre

Job Application Pack

Cover Supervisor

*Pupils at Hillcrest School and Sixth Form Centre are hard-working, polite and welcoming.
They enjoy coming to school and achieve well.'*

(Ofsted, September 2022).





Hillcrest School & Sixth Form Centre

Headteacher Julie Ann Davies BEd (Hons) N P Q H
Stonehouse Lane, Bartley Green Birmingham B32 3AE
Email: enquiry@hillcrest.bham.sch.uk

Tel: 0121 464 3172

Dear Applicant,

I am delighted to introduce you to Hillcrest School and Sixth Form Centre and hope that you find the application pack, along with the information on our school website, useful.

Hillcrest School is an all-girls school for students aged 11 to 16, with a mixed sixth form, located on a greenfield site in the Edgbaston constituency on the southwest edge of Birmingham. Our students come from a range of backgrounds across Birmingham and the surrounding areas.

The school was rated 'Good' with outstanding behaviour and safety by Ofsted in September 2013, and following short inspections in July 2017 and September 2022, retained its 'Good' rating. We are focused on continuing our drive for excellent attainment and progress outcomes, with an aspiration to be rated 'Outstanding' at our next full inspection.



The Hillcrest approach to teaching and learning is underpinned by evidence-based research, and staff regularly engage in professional development both within the school and externally, including attending ResearchEd Conferences and undertaking NPQ studies.

Teachers focus on key effective classroom strategies encompassing the work of Teach Like a Champion, Teaching WalkThrus, and the EEF.

At Hillcrest, we provide each student with the opportunity to achieve their full academic and social potential. We combine the best of traditional values with the latest in teaching methods and extra-curricular experiences to inspire our students to succeed in everything they do.

We have very high expectations of our students. Great emphasis is placed on self-discipline and self-respect, hard work and achievement and high standards of behaviour. We have a highly qualified teaching staff and support staff committed to delivering quality administration and support services to our school.

We would like to hear from you if you are interested in providing exceptional support to our staff and students within a forward-thinking, hardworking school community.

Thank you for your interest in our school. I want to take this opportunity to wish you well in your application.

Julie-Ann Davies, BEd (Hons), NPQH
Headteacher

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A company limited by guarantee and registered in England & Wales company number: 7744525



Hillcrest School & Sixth Form Centre

Advert - Cover Supervisor

September 2025

Full time, 36.5 hours per week, Term Time Only

Salary: Grade 3 (Full time £26,999 rising to £33,799)

(Actual part-time starting salary is approx. £23,870 rising to £30,232)

We are looking to appoint a Cover Supervisor who will make a positive contribution and impact on our students. You will be responsible for supervising students during short term teacher absences and assist in preparing the learning environment and materials required.

You will cover lessons of any subject using the cover work set by the teacher, set high expectations to motivate and challenge students whilst managing behaviour effectively and promoting a positive learning environment.



Closing date for applications: Monday 16th June 12:00pm

Interviews to be held between: Wednesday 18th June - Friday 20th June

Visits to the school are welcome: Please contact the school on 0121 464 3172 to arrange a visit.

Hillcrest School is committed to safeguarding all children and as such any appointment will be subject to receiving an enhanced DBS check and satisfactory references.

We are committed to creating a diverse workforce, we treat all applicants in a fair and equal manner to ensure that unlawful discrimination does not occur.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for this role.



How to apply

If you would like to apply for this position you will need to complete an application form. Our application form is available online from our website <https://www.hillcrest.bham.sch.uk/job-vacancies>. If you have any queries, please contact the school on 0121 464 3172.

Completing your application form

- Please read all the information provided before completing your application form.
- Please complete your form electronically (this is our preference) or, if handwritten, please use black ink: it is going to be photocopied and so needs to be legible.
- Birmingham City Council application forms and CV's are not accepted: we need information about all applicants to be presented in a consistent format so please use the application form on the school website.
- Please complete all sections: do not leave any blanks; put N/A if not applicable and give as much information as you can.
- Please continue on a separate sheet if you require more space to complete any section.
- Please include a cover letter addressed to the Headteacher outlining why you think you are suitable for the role (should not exceed 2 sides of A4)

Guidance for the completion of the section 'other relevant information in support of your application'

This is an important section of the application form as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements. You should give clear examples rather than simply stating that you possess certain skills and abilities.

For Leadership posts you should evidence: -

- How your leadership and management will have a positive impact on student progress.
- How your leadership skills will inspire and develop the department, to ensure that it becomes an outstanding one.

For all posts you should evidence:-

- Where you have had a positive impact on student performance, including for disadvantaged students.
- How you keep up to date with the latest pedagogical knowledge.

References

All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of your references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children. Neither referee should be a relative/friend.

Shortlisted applicants for posts are advised that references will be taken up **prior to interview**. Please note, unless you ask us not to we will assume it is acceptable to contact your references at any time.

Online Search

As part of the updated KCSIE guidance, the school reserves the right to conduct online searches as part of their due diligence on the shortlisted candidates to identify any publicly available information about the candidate that may be relevant to their suitability to work with children.

Submission of applications

Completed application forms should be returned with a cover letter addressed to the Headteacher by the closing date. Electronic application forms should be sent to: recruitment@hillcrest.bham.sch.uk.

Postal application forms should be sent: Private & Confidential, F.A.O Headteacher Ms J A Davies, Hillcrest School and Sixth Form Centre, Stonehouse Lane, Bartley Green, B32 3AE.

Shortlisted candidates

Shortlisted candidates will be contacted by email and telephone to inform them of the next stages of the recruitment process and arrangements for interviews. If you have not heard from the school 7 days after the closing date you have not been shortlisted on this occasion.

Following the interview

All candidates will be asked to complete a short recruitment survey before the end of the interview process. Once all candidates have been interviewed the successful candidate will be contacted by telephone as soon as possible after the interview (usually within 2 working days). Candidates who have not been successful will be contacted by email (usually within 2 working days) with details of how to contact the school if they would like feedback.



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Job Description - Cover Supervisor

Job title:	Cover Supervisor
Department / Location:	Support Staff
Accountable to:	SLT
Salary Grade / Range:	Grade 3
Job Purpose	
To supervise whole classes during the short term absence of the class teacher under the guidance of teaching/senior staff. Including implementing work programmes, managing pupil behaviours and assisting pupils in relevant activities in line with the schools policies and procedures.	
<p><u>Cover Supervisor</u></p> <ul style="list-style-type: none"> • Establish constructive relationships with students and interact with them according to their individual needs. • Manage the behaviour of pupils in line with the Getting It Right Policy whilst they are undertaking this work to ensure a constructive environment. • Supervise cover work that has been set in accordance with school policy. • Help students complete work set when covering a lesson. • Respond to any questions from pupils about process and procedures but excluding lesson content. • Use a range of effective strategies to manage behaviour and support learning. • Collect any completed work after the lesson and return it to the appropriate teacher. • Report back to the teacher as appropriate on the behaviour of pupils during the class, and any issues arising • Use school IT Systems to take registers and input behaviour and safeguarding information. • Accompany staff and pupils on educational visits, trips and out of school activities as required and take responsibility for a group under the direction of the teacher/organiser. • Contribute to the overall ethos/work/aims of the school • To provide cover as needed for out of school clubs before/after school. • To be a visible and pro-active part of the duty system throughout the day in terms of before and after school and during break time. • Support with invigilation of exams. <p><u>Other</u></p> <ul style="list-style-type: none"> • To be responsible for weekly submission of own timesheet. • To attend and participate in meetings, parents evening and school events as required. • To carry out duties as may be required from time to time commensurate with the overall responsibility of the post. • To comply with and actively promote all school policies. 	

- To deal with all telephone and personal enquiries (internally and externally) efficiently and effectively, in a way that promotes a positive image of the school.
- To be smartly dressed, establish a business-like environment and promote excellent relationships and a positive ethos when communicating with students, staff, parents and external contacts

Responsibilities

Safeguarding

- The jobholder is expected to observe their obligations in accordance with the School's Child Protection Procedure and the document 'Keeping children safe in education: Information for all school and college staff', and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. Copies of the above procedure and information can be obtained from the jobholder's line manager.

People

- No specific responsibility for people, however the jobholder must observe their safeguarding, health and safety, confidentiality, data protection and equality and diversity obligations, as set out in this job description

Financial

- No financial responsibility other than a responsibility to report to the Headteacher any financial risks identified e.g. cash not secured, potential theft or impropriety.'



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PERSON SPECIFICATION - Cover Supervisor

Job title:	Cover Supervisor
Department / Location:	Support Staff
Accountable to:	Data Manager/SLT
Salary Grade / Range:	Grade 3
Experience	<ul style="list-style-type: none"> • Have experience of supporting students in education • Experience of whole class supervision • Have knowledge/experience of and use of a range of effective strategies to manage behaviour and support learning
Skills and Abilities	<ul style="list-style-type: none"> • Ability to facilitate learning in the classroom through the delivery of the lesson plan set by the teacher • Demonstrate a passion for student achievement and ability to motivate pupils • Proven interpersonal and communication skills to deal effectively with staff and students. • Ability to deal sensitively and effectively with students with complex needs • Able to work under pressure. • Good organisational skills and has the ability to organise work schedule • Ability to work on own initiative with minimum supervision • Ability to set and maintain high standards • Ability to safely manage classroom activities, the physical learning space and classroom resources. • Ability to relate to and work with young people.
Education and Qualifications	<ul style="list-style-type: none"> • A*-C in GCSE or equivalent in English and Maths • First Aid certificate
Other Requirements	<ul style="list-style-type: none"> • Must be able to work flexibly and within contracted hours • Attendance at meetings, INSET, parent's evenings and school events as required. • Ability to demonstrate an understanding of policies and procedures in relation to Child Protection/Safeguarding, Health and Safety, Equal Opportunities, Data Protection and Confidentiality within the school environment