

# Hornsea School & Language College



**Applicant Pack**

**Cover Supervisor**  
**Grade 4B - £19,180 actual salary (£25,979 FTE salary)**  
**32.5 hours per week, term time only**  
**Required from September 2024**

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We are seeking to appoint an enthusiastic and motivated team player to join our team of Cover Supervisors. The successful candidate will provide cover in the absence of teachers and will be responsible for effectively managing the behaviour and motivation of students, enabling learning to continue.

Candidates should have good numeracy, literacy and communication skills, and be a positive role model for our students. The ability to work under pressure is essential. It is envisaged that when no cover duties are required, the successful candidate will provide support in other areas of the school.

This post is suitable for someone who wishes to pursue a career in teaching and wants to gain further experience or someone who enjoys enabling students to learn and wants to encourage students to become the very best they can be.

If you feel you could fulfil this role and are passionate about making a difference to the lives of young people then we are keen to hear from you.

HSLC is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This post is subject to an Enhanced Disclosure and Barring Service (DBS) check.

To apply please download an application form from our website. Completed application forms should be emailed to [corkishr@hslc.co.uk](mailto:corkishr@hslc.co.uk).

**Closing Date: 9am Wednesday 17<sup>th</sup> July 2024**

**Interview Date: Friday 19<sup>th</sup> July 2024**

Dear Applicant,

On behalf of the Governing Body, I would like to thank you for the interest you have shown in our vacancy for the post of Cover Supervisor.

Contained within you will find the Job Description and Person Specification, as well as general information about HSLC. You can access further information about our school and sixth form by visiting our website; [www.hslc.co.uk](http://www.hslc.co.uk) or our social media pages; Facebook – Hornsea School & Language College, Instagram – [hslc\\_official](https://www.instagram.com/hslc_official) or Twitter - [@hornseaschool](https://twitter.com/hornseaschool).

HSLC is a supportive and vibrant place to work and has been graded as 'Good' by Ofsted since 2005, with our most recent inspection being in November 2021. We are unapologetically ambitious for every child, no matter what their background, prior attainment or needs and are committed to providing the highest possible standard of education for all students of all abilities. We believe that everyone who attends our school can, and should, achieve success and that by promoting a culture where all associated with the school can learn and develop as individuals, we will all be proud to be associated with it.

We have a very talented and dedicated team of staff who, at all times, constantly strive to ensure that our students realise their full potential. I ask all students and staff to be useful and kind and engage with our effective centralised behaviour system, which ensures consistency and rewards good behaviour. Our school is a calm and enjoyable place to both study and work within.

We actively encourage and value parental involvement. HSLC has transformed over the last decade and I strongly believe that parental involvement, and appointing the very best staff, has been key to this. As a result, we benefit from an excellent reputation both within the local community and the wider East Riding. Our school is much more than just what goes on in the classroom and this goes some way to explaining why we are a "School of Choice" and why both our school and sixth form is continuing to grow.

We believe we are at the start of a very exciting journey for both our students and staff and, therefore, this is an excellent time and opportunity to be joining HSLC. If you are determined about making a difference to the lives of young people; are keen to develop effective ideas for continuous improvement and are ambitious in developing your career, then we would love you to join us and look forward to receiving your application for the post of Cover Supervisor.

**The closing date for application forms is 9.00am on Wednesday 17<sup>th</sup> July 2024.** Please submit your completed application form to [corkishr@hslc.co.uk](mailto:corkishr@hslc.co.uk).

Once again, thank you for your interest in this post.

Yours sincerely



Steve Ostler  
Headteacher



### **Job Description – Cover Supervisor**

**Scale Point:** Grade 4B - £19,180 actual salary (£25,979 FTE salary)

**Hours of Work:** 8.00am – 3.00pm Monday to Friday, term time only

**Overall Purpose of the Job:**

- To facilitate learning by providing cover for absent teaching staff.
- When not covering classes, staff would be expected to actively seek and engage in other school activities that will facilitate student learning and enjoyment.

**Key responsibilities:**

- To supervise the class and facilitate their learning according to their educational needs, in relation to the work left by the subject teacher, for the duration of the lesson.
- To support inclusion and facilitate a learning experience which provides pupils/students with the opportunity to realise their full potential.
- To register and record pupil attendance in lessons.
- To manage, record and report incidents of inappropriate behaviour, in accordance with the school's Positive Discipline policy.
- To instruct pupils in relation to the work provided by the subject teacher and answer any queries they have.
- To ensure pupils are provided with the necessary resources to facilitate learning.
- To liaise with the subject teacher and other department staff and mark work as appropriate;
- To ensure classes enter and leave the classrooms in an orderly manner and that the classroom is left tidy and ready for the next lesson.
- To provide support in other areas of the school during times when cover is quiet.
- To assist in establishing good order within the School, including undertaking routine 'duties' as necessary, e.g. break duty, bus duty, to cover teacher absence.

**Generic staff requirements:**

- To uphold the professional standards expected of every member of staff in all dealings with colleagues, students, parents/carers and the wider community.
- To play a full part in the life of the school community; supporting and promoting its mission, ethos and values and complying with policies and procedures.
- To actively contribute to the continued development of the school by attending training, participating in relevant meetings and putting forward ideas for improvement.
- To be jointly responsible for promoting and safeguarding the welfare of students.
- To promote equality, diversity and inclusion and demonstrate this within your role.
- To be responsible for your own health & safety, as well as that of others.
- To ensure the confidentiality and security of all the school's data, documentation and information.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.



<b>Person Specification – Cover Supervisor</b>		
<b>Qualifications and Training</b>	<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Good basic level of education</li> <li>• Level 3 IT qualification</li> <li>• Safeguarding training / qualification</li> <li>• Basic First Aid training</li> </ul>	✓	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Previous experience of working in an education setting</li> <li>• Successful experience of working with young people</li> <li>• Experience of delivering group work</li> <li>• Experience of successful liaison with stakeholders at all levels</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>
<b>Skills and knowledge</b>	<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Good communication skills, both written and verbal</li> <li>• Good numeracy and literacy skills</li> <li>• Excellent ICT skills, with knowledge of IT packages such as MS Word, Excel, PowerPoint, Email</li> <li>• Be aware of and comply with policies and procedures relating to safeguarding, security, confidentiality and GDPR, reporting all concerns to an appropriate person</li> <li>• Knowledge of SIMS and other school systems</li> <li>• Experience of practical skills in relevant subject areas e.g. PE, Art, Design and Technology, Music</li> <li>• Knowledge and understanding of school structures and behavioural systems</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>
<b>Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Energy, enthusiasm and optimism</li> <li>• High standards of professionalism and an ability to work calmly under pressure</li> <li>• Ability to deal with difficult situations and/or individuals in a calm, fair and effective manner and in a way that resolves conflict</li> <li>• Ability to build and maintain positive relationships through effective interpersonal skills</li> <li>• Effective team player</li> <li>• A positive role model for young people and colleagues with a commitment to promoting and safeguarding the welfare of students</li> <li>• Commitment to the school's ethos and actively promoting the policies and procedures of the school</li> <li>• Flexible to ensure the needs of the school are met</li> <li>• Personal impact and presence to inspire respect and confidence from pupils, colleagues and parents.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	

The above requirements will be measured through a range of methods including application form, interview process, references and Enhanced Disclosure and Barring Service (DBS) check.

# HSLC the facts and figures

We have approximately 1200 students on roll, of which around 150 are in our Sixth Form. The geographical area served by the school is large and continually expanding, and a number of our students arrive by bus. The majority of our students come from our associated feeder schools which are Beeford, Brandesburton, Leven, Long Riston, Hornsea Burton, Hornsea Community, Sigglethorpe and Skipsea. In addition, the level of interest we are receiving from the wider area is rapidly increasing, resulting in us having our highest ever number of out of catchment students and this looks set to increase further from September 2022.

- Rated Ofsted “Good” since 2005
- Our most recent Progress 8 metric (2019) saw us classified as “Average” (within the top 37% of all schools nationally).
- Our 3-year T-Score for post-16 education is a 3, which consistently places in the top 25% of all colleges and Sixth Forms nationally
- Almost 40% of our Year 11 cohort are entered for the Ebacc. – a figure we expect will continue to increase
- In normal times, we run in excess of 190 sporting fixtures each year and cover around 20,000 miles worth of educational trips and visits

## MISSION:

- Actively Working to Broaden Horizons

## VALUES OF THE SCHOOL:

- We recognise the vital importance of positive relationships that are founded on fairness, tolerance, mutual respect and trust;
- We believe in being open and honest with each other, and supporting each other;
- We want everyone to be able to contribute, and everyone to have the opportunity to fulfil their potential.

## AIMS OF THE SCHOOL:

- To provide a safe, supportive and positive environment which underpins strong attitudes to learning where students can thrive.
- To ensure a culture and ethos that supports our students wanting to come to school to learn, not only for purpose (which includes examination outcomes) but also to promote a genuine love for learning, enquiry and discovery;
- To prepare our students so that they will become positive contributors to society with the skills and knowledge to make informed choices.



# 10 reasons to join team HSLC

1. 100% of staff said they were proud to be a staff member of HSLC (Autumn 2020);
2. You will receive support and line management from an experienced leadership team, with 100% of staff saying that the Senior Leadership Team are visible and approachable (Autumn 2020);
3. We have a highly effective centralised behaviour system (Positive Discipline) which ensures consistency and rewards good behaviour – there is minimal low level disruption in classrooms meaning you can make a real difference to our students in your job role;
4. There is a strong staff community and positive team culture which includes regular social events;
5. 100% of staff said that they understand the ethos of the school and that we are all working towards a shared vision and standards (Autumn 2020);
6. We realise that our staff are our biggest asset and we are committed and dedicated to their continuing professional development;
7. 100% of staff said that communication across the school is clear and effective (Autumn 2020);
8. We adopt subject specific policies that are focused on what is right for you as a department - we do not have bureaucratic and onerous policies;
9. 100% of staff that trained with us in 2019 said they were likely to apply to work at HSLC.
10. Access to an attractive benefits package including corporate discount at East Riding Leisure, discount card which can be used at a number of local and national businesses and access to either the Teacher Pension Scheme or Local Government Pension Scheme.



“ I really enjoy working here, everybody is so friendly. I couldn't wish for a better workplace ”

Miss Sanders, Teaching Assistant,  
started September 2020

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