



# MILL HILL COUNTY HIGH SCHOOL

Headteacher: Andy Stainton B.Ed MBA NPQH FRSA

Worcester Crescent, Mill Hill, London NW7 4LL  
Tel: 020 8238 8180

*Aiming Higher – Promoting Harmony – Achieving Excellence*



## **Cover Supervisor Candidate Information Pack**



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## Letter from Andy Stainton, Headteacher

Dear Colleague,

Thank you for your interest in joining our community as a Cover Supervisor.

The Cover Team consists of four dynamic individuals, one of whom manages all cover across the School. They are a very collaborative and supportive team, who work to support students and teachers across the curriculum, building relationships with students, covering classes with pre-prepared work when there are short-term absences of teachers. Cover supervisors also support students in the Library homework club after school.

This position would suit someone who is interested in training to be a teacher in the future.

We are committed to supporting staff wellbeing in a variety of ways. The good working relationships within the staff body, and between staff and students is why many colleagues have chosen to stay with us for the long term. We are also strong in supporting staff career development and colleagues are successful in securing promotions at all levels. We support colleagues in pursuing NPQs and offer a secondment programme onto the Senior Leadership Team for middle leaders.

Although we achieve excellent results year on year and are heavily over-subscribed, we are not complacent. We know there is always more to do, and we work together to continuously reflect upon our successes and areas for development. We are keen to hear the voices of all our stakeholders.

Mill Hill County High School is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.

Admission into Year 7 is offered to children of staff with two or more years' service.

If you feel that Mill Hill County High School is the right environment for the next step of your career, we would be delighted to receive your application. If you would like to visit us before applying, we would be happy to see you. Please contact Amanda Leonard, the Head's PA, to make an appointment.

Kind regards,

Andy Stainton  
Headteacher



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<b>Title of Post:</b>	<b>Cover Supervisor</b>
<b>Salary:</b>	SCP 10-14 (£25,777- £27,312)
<b>Commencement:</b>	Immediately
<b>Contract:</b>	Term Time only, 36 hours per week

We seek to appoint an enthusiastic individual to supervise classes during the short-term absence of class teachers in Years 7 -11. The role will include managing student behaviour in the classroom, assisting students with relevant activities in line with the School policy and procedures, and supervision of homework club. Appropriate training will be provided.

If you would like an informal conversation about this post or would like to visit the school please email your request to the headteacher's PA, Amanda Leonard at [leonarda@mhchs.org.uk](mailto:leonarda@mhchs.org.uk) or alternatively to apply for this post please email your completed application form to [leonarda@mhchs.org.uk](mailto:leonarda@mhchs.org.uk)

**Closing Date: 9am Monday 17<sup>th</sup> March 2025**

Mill Hill County High School is an Equal Opportunities Employer.  
We comply fully with the ethos of safer recruitment and undertake all relevant checks, including enhanced DBS clearance.

**We reserve the right to appoint a suitable candidate prior to the deadline.**

**[HOW TO FIND US](#)**



## JOB DESCRIPTION

Cover Supervisor



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**TITLE OF POST:** COVER SUPERVISOR

**Salary:** SCP 10-14

**Commencement:** Immediately

**Purpose:** To support students and teachers through covering of lessons

**Reporting to:** Cover Manager/Cover Leader

## **RESPONSIBILITIES:**

- To cover and deliver appropriate lessons which ensure that the potential of all students is fulfilled.
- To be aware of individual students' needs, whether they are academic or social, and liaise with Support Staff and other staff when necessary.
- To follow the School's Behaviour Policy in all dealings with students.
- To ensure equality of students regardless of ability, age, class, culture, disability, faith, gender, race or sexual identity.
- To follow the ethos of the School by promoting high standards of all students and maintaining high expectations both in and out of lessons.
- To provide a positive environment where effective teaching and learning can take place and create opportunities for students to develop wider skills for later life.
- To communicate effectively and be willing to develop and share good practice with colleagues
- To be committed to the demands of a high achieving school, both in the classroom and beyond.
- To staff the Homework Club to support the progress of students.

## **COMMUNICATIONS**

- establish and maintain lines of good communication within the Department and with other staff, students, parents, Governors and appropriate outside agencies.

## **SAFEGUARDING**

- The school is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making an appointment to this post
- We expect all postholders to undertake annual safeguarding and child protection training including familiarisation with national policy updates to Keeping Children Safe in Education

## **EQUALITIES**

Mill Hill County is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity. We ensure that all recruitment, employment, promotion and training systems are fair to all, and provide opportunities for all to achieve.

## **ADDITIONAL INFORMATION**

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role and accept any reasonable alterations to this job description that may from time to time be necessary in response to the changing demands and needs of the school.

Cover Supervisor