



MONK'S WALK
SCHOOL

Cover Supervisor

Candidate Information Pack



'Excellence for All'

This post

We are seeking an enthusiastic colleague to join us as a Cover Supervisor from November 2022 if possible.

Closing date for applications: **noon on Friday 7 October 2022.**

Key facts about Monk's Walk School

All Ability

For students aged 11-18 of all abilities. Over 1380 students

Popular and oversubscribed

690 applications for 236 places in Y7. 96% of parents say they would recommend the school (Parent survey June 2021)

Strong ethos

Inclusive ethos with focus on mutual respect and good behaviour. We aim for our students to be co-operative, courteous and kind.

Academically successful

Great outcomes at both GCSE and A Level.

Broad Curriculum

24 courses delivered at GCSE and 26 at A Level, including Physics, Chemistry and Biology

Broad extra-curricular programme

A wide programme of activities, trips and visits

Popular sixth form

252 in the sixth form and a member of the Welwyn Hatfield consortium.

Strong focus on wellbeing

For both staff and students. 98% of staff say they enjoy working at MWS (Staff Survey July 2021)

Strong focus on staff development

We are committed to staff development

Our school

2019 exam results are given as an illustration rather than the centre assessed grades awarded in 2020 and 2021

We are a mixed school of about 1,380 11-18 year old students in Welwyn Garden City, a Hertfordshire new town on the outskirts of London. Transport links are superb – direct rail links to London in less than 30 minutes; M1, A1(M), M11 and M25 all minutes away. WGC is a pleasant place to live – it even has John Lewis! The school is situated in a greenbelt area in the prosperous northwest corner of the city. Our grounds are magnificent and the view from the school is lovely. In September 2020 we opened a new teaching block to replace one of the more rundown ones.

Monk's Walk is a genuinely comprehensive school, although the intake profile is changing – the prior attainment of students coming into the school is rising. The number of students with learning challenges is below the national average, with 11.6% supported at school action plus or with an Education and Healthcare Plan (EHCP). Our support for students with SEND is a real strength of the school.

We have a small number of blind or partially sighted students who receive specialist support. We also work very closely with Knightsfield School, a special school for deaf children on our campus.



Parental confidence in the school is high; there were 690 applications for 236 places in Year 7 for September 2021, with 200 of those as first preference. Each year we hear appeals for students wishing to join the school.

The school has an extremely effective behaviour policy and in general behaviour is very good indeed. Our students want to learn and our parents are, on the whole, extremely supportive. Attendance is high. Our aim is for our students to be co-operative, courteous and kind.

There is a genuine 'buzz' around the school and we have a very strong reputation in the city. In February 2018, the school was judged once again by Ofsted to be 'good' - please read the inspection letter which can be found on our website (or on Ofsted's) should you wish to apply. We were really pleased with the comments made by inspectors.

GCSE exam results in 2019 were strong. In the basics, 47% of students gained a strong pass in English and maths and 76% a standard pass. This puts us well above the national average. Our attainment 8 was 52.5 and progress 8 +0.11. Results in English at GCSE and A Level are very good indeed.

In terms of progress, disadvantaged and SEN students do better in the school than they do nationally. BAME students attain very well and have good progress, as do each of the ability groups. Girls' and boys' attainment until 2019 had been exactly the same, in 2019 boys fell

behind a bit so we are working on that. We pride ourselves on the fact that Monk's Walk is an inclusive school.

The school has about 252 in the sixth form and this is the largest sixth form the school has ever had. We are also a member of a consortium with four other schools which provides a wide range of opportunities for students. Monk's Walk has the largest sixth form of the five schools and currently we have 68 guest students in Year 12 and 45 in Year 13. At Monk's Walk we concentrate on providing A Level only (with the exception of iMedia), with decent numbers of students studying the facilitating subjects. Vocational programmes can be taken at Oaklands College or in other consortium schools.

Sixth form results are good and improving, but our ambition is for them to be even better. In 2019 our average point score per entry was 34.09, above national. We are very proud of the destinations of our sixth form students. In 2021 all students who applied made it to their first or second choice university, high quality apprenticeship or employment. Students access a range of universities, including six to Cambridge in 2021.



We do not pursue academic achievement at the expense of the wider development of the individual, however. Form tutors, heads of year and heads of house all have important roles in the social, personal and academic support of individuals. Our house system is strong, providing a range of all-ability competitions and activities for mixed age groups. Recently we have become the first school in the country to have a recycling machine with the credit going as house points. All members of staff are allocated a house, except me who has to try to stay impartial of course.

Unfortunately, some schools are making cuts in creative subjects such as Art, Music, Drama and PE and even some DT specialisms. At Monk's Walk, these subjects are strong as we see these areas providing important learning opportunities for our students. All of these subjects are running at GCSE and A Level.

We have a full orchestra (as well as other musical groups), thriving Art, Music, PE and Sport and an outstanding Drama department. Members of other departments involve themselves in extra-curricular activities in Music, Sport and Drama.

Knightsfield School (a special school for deaf children) is co-located with Monk's Walk School. We have an outstanding partnership arrangement; at key stage 3 Knightsfield students join classes in Art. A few students are also integrated into GCSE groups. Knightsfield students join ours for lunch every day in our canteen in B Block. One of our music teachers teaches at the school.

The school became an academy in September 2012. The decision to convert was purely pragmatic and trustees have no intention to make changes to teachers' pay and conditions beyond those made as part of national agreements.

Induction, training and continuing professional development have a very high priority in the school. All staff have an induction programme on joining the school.

Safeguarding at Monk's Walk

Safeguarding at Monk's Walk takes precedence over any other activity in the school. It's vitally important to us that students feel safe in school so they can learn and thrive. As part of the recruitment process, we will ask about safeguarding students and obviously questions about candidates' suitability to act as a counsellor in a school. References will be sought and an enhanced criminal records check will be undertaken for this position.

The Cover Supervisor Team at Monk's Walk

The cover supervisors take lessons for teaching staff who are absent; either planned or unplanned absences. Teaching staff plan the lessons and the cover supervisors deliver them. Our cover supervisors are expected to teach the lesson rather than set students work to get on with.

The Senior Cover Supervisors role is to manage the team of Cover Supervisors.

From time-to-time we ask our cover supervisors to undertake more long-term work, e.g. to cover for the work of a form tutor who may be absent for a few weeks or so. The work of our cover supervisors is of extremely high quality.

Experience of working with young people may be an advantage but is not a pre-requisite for this role. Our cover supervisors come with a range of experience, e.g. having worked in other educational settings or from university perhaps thinking of teaching as a career.

Job description

Post-title: Cover Supervisor
Job Grade: H6, £10,853.16 inclusive per annum
Responsible to: Senior Cover Supervisor

Job Purpose

- To instruct classes during short-term absence of teachers, using cover work set by a teacher.

Key Processes and Responsibilities

- Contribute to the safety and safeguarding of students.
- To liaise with Heads of Department, teachers and administration staff.
- To supervise the work that has been set by a teacher.
- To manage behaviour of students whilst they are undertaking this work, to create an environment conducive to learning.
- To respond to any questions from students about process and procedures.
- To deal with any immediate problems or emergencies according to the school's policies and procedures.
- To follow the School's Behaviour for Learning Policy and, in particular, celebrate success whenever possible.
- To collect the completed work after the lesson and pass to the appropriate teacher.
- To attend school INSET and meetings as identified by line manager.

This job description sets out the duties of the above post at the time it was drawn up. The Headteacher may vary the duties from time to time without changing their general character or the level of responsibility entailed.

Other specific responsibilities may be negotiated and agreed with the successful applicant.

*The law requires this position to have an **enhanced** criminal background check. This is to protect children and vulnerable adults and to safeguard positions of trust. The position is therefore exempt from the Rehabilitation of Offenders Act. If your application is taken further, you will be asked to declare details of any criminal record, even convictions that are 'spent' according to the act. If you are offered the post this information will be checked against Criminal Records Bureau files. You will be provided with full information at each stage.*

Person specification

1. Educational Qualifications

- Numeracy and literacy skills equivalent to Level 2

2. Professional Experience, Knowledge and Understanding

- Working with students of relevant age (D)
- Working as part of a team
- Effective practice and approaches to learning
- Ability to use ICT
- Able to communicate both orally and in writing
- Able or shows the potential to manage pupils in a classroom setting

3. Personal Qualities and Skills

Ideally, we are looking for someone who:

- Has strong interpersonal skills
- Is resilient
- Can motivate, enthuse and inspire students and staff
- Is positive, energetic, creative and enthusiastic
- Is co-operative, flexible and responsible
- Is reliable, well organised and committed to high standards
- Is able to prioritise
- Is able to maintain confidentiality
- Is patient, optimistic and has a fantastic sense of humour!

That's all!

D = Desirable

Your role in our future

Monk's Walk School is a thriving, vibrant, learning community where our aim is to bring the best out of everyone. It is a very good school and like most good schools, we know we need to keep on improving to provide the best for our students.

I hope this information has given you a flavour of our school. Please read the Ofsted report and visit our website and Facebook page – Monk's Walk School Official - for more information. If you feel you can contribute to the high standards of teaching and learning and would like to join us, then please apply.

How to apply

I really hope the information we have provided makes you want to apply to join us. If you would like to discuss the position in more detail or would like to visit the school before applying, please contact Amber Cook, Deputy Headteacher. Her e-mail is acook@monkswalk.herts.sch.uk.

Please apply using the application form on our website. You should also write a letter of application. In your letter of application, please can you explain how you demonstrate that you fulfil the requirements of points 1, 2 and 3 on the person specification (page 6 in this pack).

The deadline for us to receive your application is **noon on Friday 7 October 2022**. Please e-mail your application to: recruitment@monkswalk.herts.sch.uk, marked for my attention.

We look forward to hearing from you.

What happens next

We will shortlist for this post and then we will contact shortlisted candidates by telephone or e-mail to invite them for interview. We will ask referees of shortlisted candidates to complete our reference form, a copy of which can be found on our website for your reference.

Kate Smith
Headteacher
September 2022