



The Henry Box School  
Founded 1660

# RECRUITMENT PACK

**Cover Supervisor**

**Grade 6 (£16,663 to £18,003 pa)**

**Full Time (32.5hrs pw)**

**Term Time Only (38 weeks pa)**





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## Introduction from the Headteacher

The Henry Box School an exciting place to work and learn. We are committed to providing education that transforms lives and we are ambitious in our pursuit of excellence. We are the leading school in our 'home grown' Trust.

This is a hugely exciting time for our family of schools as we are presented with a rare opportunity to make a real difference to the lives and life chances of so many young people. Our vision is to enable individual schools to flourish whilst remaining integral to the communities they serve.

## Our approach

To join The Henry Box School is to join a family – staff and pupils who have the courage to do things differently, if that's what it takes.

Here we think deeply about how we can have the biggest impact on pupils. In a world where the algorithms of life give us more of the same, we believe education has the role to give children something different. We continually ask ourselves the following five questions:

- Are we securing equity?
- Is our leadership driving school improvement?
- Is our curriculum irresistible?
- Are we research informed?
- Are we deploying resources effectively?

All schools in our Trust have a culture of compassion underpinned by high expectations and understanding. We have three rules: ready, respectful and safe. We are a truly inclusive organization and passionately believe that every child has a right to mainstream education.

## Our curriculum principles

We aim to ensure that all our children have access to a 'box set' knowledge curriculum that builds students' schemata. We work on the understanding that the best type of feedback is in the moment and/or in the next lesson; feedback must be a medical, not a Post-mortem.

We limit our interventions to the ones that are evidence based and enable our students to access the curriculum. Our curriculum is learnt, not experienced and we work hard to ensure a challenging curriculum is available for all. Our curriculum principles are clear: we aim to make sure our curriculum:

- is ambitious and designed to give **all** learners, particularly the most disadvantaged, the knowledge and cultural capital they need to succeed in life.
- extends beyond the academic by providing opportunities to develop and discover their interests and talents. Learners are supported to develop their character and help



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them to know how to keep physically and mentally healthy – including resilience, confidence and independence.

- prepares learners for life in modern Britain, equipping them to be responsible, respectful, active citizens who contribute positively to society; developing their understanding of fundamental
- British values. All learners will develop their understanding and appreciation of diversity, celebrating what we have in common and promoting respect.
- is coherently planned and sequenced towards cumulatively sufficient knowledge and skills for future learning. Assessment is used to help learners to embed and use knowledge fluently, to check understanding and to inform teaching.
- has a rigorous approach to the teaching of reading, writing and oracy that develops learners' confidence and enjoyment of learning.
- provides a range of opportunities to ignite a passion for.

## Professional development

Our professional development is truly gold standard – we were awarded 'Gold' by the Teacher Development Trust in 2020.

We work hard to reduce bureaucracy and keep after school commitments and meetings to a minimum. Teachers in their second year of teaching are entitled to the OLEVI 'Improving Teacher Programme' and in their fourth year the 'Outstanding Teacher Programme', whilst leaders complete the 'Outstanding Leadership of Education' Programme.

In a nutshell, whatever your career stage, you will have access to high quality professional development and a sensible approach to appraisal, based on action research and supporting each other to be even better. All staff also have access to our professional development library which houses over one hundred and fifty titles.

The Henry Box School is committed to promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment will be subject to enhanced DBS clearance, satisfactory references and other relevant pre-employment checks.

All staff at The Henry Box School have a responsibility to co-operate with and follow all Health and Safety requirements in accordance with the school Health and Safety Policy.

If you are interested in working in a forward-thinking organisation, then Henry Box could well be the place for you.

**W J Hemmingsley**  
**Headteacher**



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## About the role

**Position: Cover Supervisor**

**Working Hours: 32.5hrs pw - term time only**

**Required: ASAP**

**Grade 6 (Grade 7 may be available to teachers or those highly experienced in a similar role)**

Cover Supervisors support and assist in the education of our students, the role is essential as it ensures the continued education of students in the absence of their teacher.

Ideally, we are looking for candidates to work Monday to Friday but we would consider a number of part time workers to add to our team - so if you want only a few days per week please apply as we may be able to accommodate this in the team.

Candidates should have the confidence to handle immediate issues as well as fielding students' questions. Ideally, you will have experience of creating an environment in the classroom that enhances learning.

Applicants should have a good general education and be interested in working within a secondary education setting. Experience is not essential, as full training will be given.



## Health & Safety

All staff at The Henry Box School have a responsibility to co-operate with and follow all Health and Safety requirements in accordance with the school Health and Safety Policy.



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## Job Description

<b>Job title:</b>	<b>Cover Supervisor</b>
<b>Responsible to:</b>	<b>Deputy Headteacher</b>
<b>Location:</b>	<b>Based at The Henry Box School but may be required to work at or travel to any of the MILL Academy Schools as required.</b>
<b>Salary:</b>	<b>Grade 6</b>
<b>Working Pattern:</b>	<b>32.5hrs pw – Term Time Only Occasional unsocial hours or attendance on 1<sup>st</sup> inset day in the academic year</b>
<b>Disclosure level:</b>	<b>Enhanced</b>

### Job Purpose:

We are looking for a Cover Supervisor to join our Cover Team to support and assist in the education of students at The Henry Box School. This role is essential as it ensures the continued education of students in the absence of their teacher. The postholder will have the confidence to handle immediate issues as well as fielding students' questions.

Ideally, you will have classroom experience of creating an environment that enhances learning. The postholder will also be required to provide additional support to different departments when not covering lessons. Applicants should have a good general education and be interested in working within an education setting. Experience is not essential, as full training will be given.

### Main Responsibilities

- To register and record student attendance in lessons.
- To instruct students regarding the work left by their subject teacher.
- To provide any resources needed for work left by the subject teacher whose lesson is being covered.
- To supervise the work that has been set in accordance with school policy.
- To manage the behaviour of students while they are undertaking this work to ensure a calm and purposeful working atmosphere.
- To respond to any questions from students with process and procedures.
- To deal with any immediate problems or emergencies according to school policy and procedures.
- To collect any completed work after the lesson and return it to the appropriate teacher.
- To report back as appropriate using the school's referral procedures on the behaviour of students during the lesson and any issues arising
- To manage necessary resources effectively and ensure the room is left clean, tidy and ready for the next lesson.





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Founded 1660

## Additional Responsibilities:

- When not required for supervision as described above, the Cover Supervisor will be required to work in the Learning Support Department or another area of the school depending on the postholders aptitude and interests.
- Cover teachers need to be willing to carry out other tasks and responsibilities that may be reasonably be required by the Headteacher.

## Person Specification

Qualifications and Training	Essential	Desirable
GCSEs, with good grades in Maths and English (C/4 or better) or an equivalent qualification	✓	
Educated to degree standard		✓
Experience		
knowledge of effective behaviour management	✓	
Experience of working within a similar role or education setting		✓
An awareness of the school curriculum		✓
Implementing solutions and Problem solving	✓	
Ability to take initiative	✓	
Personal Skills		
Must be well organised	✓	
Must be well presented	✓	
Ability to work under pressure while maintaining a positive, professional attitude	✓	
Ability to work as part of a team	✓	
Ability to organise and prioritise workload	✓	
Willingness to learn new skills and in tackling the variety of tasks arising in a school environment	✓	
Committed to professional development and training	✓	
Communication Skills		
Be able to communicate effectively and with both children/young people and adults at all levels in the organisation	✓	
Ability to develop good relations with staff and pupils and the wider school community	✓	

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in job commensurate with the grade or job title.



## Working with Children and Safeguarding

The MILL Academy is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful candidates are required to have enhanced DBS clearance and will need to undertake the DBS check with our organisation. Other relevant pre-employment checks will also be carried out including references from present and previous employers, a confidential health check and internet/social media checks.

### What we can offer you:

- ✓ A hard working and committed team of colleagues
- ✓ Beautiful, historic school location, with a good range of shops, bars and cafes within a short walk
- ✓ Regular programmes of professional development to Teacher Development Trust Gold Standard
- ✓ Support for and commitment to your future training and development needs
- ✓ On-site free car parking
- ✓ Cycle to work salary sacrifice scheme
- ✓ Annual free flu vaccination
- ✓ 24/7 employee assistance wellbeing scheme

## The Application Process

We are seeking to appoint the best possible candidate and our recruitment process will reflect our desire to undertake all possible measures to achieve this.

Applicants should download and complete the support staff application form from our website or complete our online application form on our TES recruitment site. You should also submit an accompanying letter of application, addressed to the Headteacher, that is no more than two sides of A4. Applications should be returned to [jobs@millacademy.co.uk](mailto:jobs@millacademy.co.uk) please or via the TES online portal.

Visits to the school prior to interview are also encouraged and warmly welcomed and can be arranged with the HR Team. If you have any queries about this role, please do not hesitate to contact the HR Team on 01993 848166 or email [jobs@millacademy.co.uk](mailto:jobs@millacademy.co.uk).

We are looking for the appointment to this role as soon as possible but a start for September 2023 is also considered.



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In the meantime if you have any queries about this role or wish to arrange a school visit or informal discussion, please do not hesitate to contact the HR Team by emailing [hr@millacademy.co.uk](mailto:hr@millacademy.co.uk).

If you decide you want to be part of our dynamic team, we look forward to hearing from you and to receiving your completed application form.