

Cover Supervisor

Recruitment Information Pack



The Hayfield School, Hurst Lane, Auckley, Doncaster DN9 3HG
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E-mail: office@thehayfieldschool.co.uk Website: www.hayfieldschool.co.uk

Headteacher: Lisa Fox

November 2021

Dear Applicant

Post: Cover Supervisor NJC Scale Point 11

Thank you for your enquiry requesting further details and an application form for the post of Cover Supervisor at The Hayfield School. This is an exciting time to join the school and a real opportunity to be part of an ambitious and innovative school.

We are looking to appoint a highly skilled Cover Supervisor with a “can do” approach and a willingness to go the extra mile. Strong communication skills and emotional intelligence are essential, together with resilience and an ability to work collaboratively. The right person will be educated to at least A Level standard or equivalent (Level 3) in a relevant subject, together with a desire to support pupils to achieve their very best both academically and personally. The successful candidate will be supported with excellent training and development opportunities.

The Hayfield School provides an extremely positive, high quality and enjoyable learning experience and aims to inspire students to achieve their very best. There is a strong track record of securing high standards of achievement but we refuse to rest on our laurels, always striving to become even better.

Everyone within the school community places great importance on the development of the whole person whether this is a student or a member of staff. The school has a strong ethos and there is a sense of pride among staff and students for the quality of their work together. Leaders at all levels are ambitious and continuously focus on securing improvement. The effective sharing of best practice and high quality CPD opportunities underpin the school's vision, that we are all part of the learning community. You will be joining an ambitious and innovative school, so we are looking for a highly skilled member of staff who can secure positive outcomes in their field and for the students they will be supporting.

The Hayfield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an enhanced criminal record check by the DBS.

If you believe that The Hayfield School can provide the challenges and opportunities you are looking for then please complete an application form which can be found on the school website. If you would like an informal discussion with the Headteacher or require further information about the role please do not hesitate to contact Paula Kynman, HR Manager, pkyn@thehayfieldschool.co.uk.

Yours faithfully

Lisa Fox
Headteacher

The Application Process

Please complete an application form which can be found on our website.

Applicants should return a completed application form along with a supporting letter of no more than 2 sides of A4 outlining:

- ❖ an explanation of how your skills and experience would make you an exceptional candidate for the post of “Cover Supervisor” at The Hayfield School.

Closing Date: 6th December 2021 at 9.00am

Interviews: 9th December 2021

Queries

If you would like an informal conversation with Lisa Fox, the Headteacher, or if you have any queries on any aspect of the application process or need additional information please contact Mrs P Kynman, HR Manager, on 01302 770589 or e-mail pkyn@thehayfieldschool.co.uk.