



# WHITMORE HIGH SCHOOL

Headteacher: Susan Hammond MA  
Headteacher's PA: Janina Zachopoulos-Butler

Porlock Avenue, Harrow HA2 0AD  
Telephone: 020 8864 7688  
[www.whitmore.harrow.sch.uk](http://www.whitmore.harrow.sch.uk)  
Email: [office@whitmore.harrow.sch.uk](mailto:office@whitmore.harrow.sch.uk)

May 2022

Dear Colleague

## **COVER SUPERVISOR – FOR SEPTEMBER 2022**

Thank you for your interest in applying for the above role at Whitmore High School.

Whitmore is a happy, successful school and we are seeking to appoint someone to join our team and make a positive impact on students' lives.

Staff here are supportive, caring and committed to a collaborative approach to teaching and learning. As a new member of staff, you can expect a warm welcome and a wide range of CPD opportunities to develop your career. Our state-of-the-art building provides excellent resources for both staff and students.

I do hope the attached job description, alongside the information on our website, inspires you to make an application and we look forward to welcoming successful applicants for interview.

**The closing date is at 9.00am on Monday 6<sup>th</sup> June 2022**

Early applications are encouraged – we may interview candidates as they apply and hence we reserve the right to interview early for this post should a suitable candidate apply.

I look forward to hearing from you.

Yours sincerely

Susan Hammond  
Headteacher

**When applying, please complete all sections of the application form and ensure that you do not leave any gaps in your qualification/work history and that you give details of any periods not accounted for by full time employment, education or training. Forms with missing sections and/or gaps may not be considered.**

Whitmore High School is committed to safeguarding and promoting the welfare of young people and all staff are expected to share this commitment.

Our CP Policy is available on the school's website [www.whitmore.harrow.sch.uk](http://www.whitmore.harrow.sch.uk)

All appointments are subject to an Enhanced Disclosure and Barring Service check and pre-employment checks. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. Under the Rehabilitation of Offenders Act 1974, this post is listed as an exempted employment. You therefore need to reveal all spent convictions during the recruitment and vetting process.



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## COVER SUPERVISOR

Monday, Thursday, Friday: 8.30 am – 3:20 pm  
Tuesday, Wednesday: 8.30 am – 3.45 pm  
32.5 hours per week with an unpaid half hour lunch break, Term Time Only  
Scale G05 - £18,868 for the hours shown

## JOB DESCRIPTION

### Job Purpose

The person appointed will make an important contribution to the work of the school by ensuring there is a purposeful learning atmosphere in lessons when class teachers are not available due to short term absence. When not required in lessons, the post holder will provide administrative support for the school or support students individually or in lessons.

This is an exciting opportunity to work in a school, enthuse young people in their learning, develop your classroom management skills plus a range of administrative skills.

### Reporting to

Assistant Headteacher

### Key Responsibilities:

- Supervise students in a variety of lessons and registrations in the absence of the teacher, maintaining a calm, positive and purposeful learning atmosphere
- Liaise with the appropriate staff regarding the work that has been set so that the requirements of it are fully understood
- Provide students with clear instructions and information relating to the work which must be completed by them
- Ensure that work, information and feedback from lessons is returned to the appropriate teacher in a timely manner
- Keep accurate attendance records of students in the supervised lessons
- Ensure the good order, positive behaviour and safety of the students being supervised in classrooms
- Understand, adhere to and implement the School's Behaviour Policy when supervising classes
- Understand, adhere to and implement other school policies as required, including Health and Safety and Equal Opportunities
- Provide administrative support for the school as directed by the Assistant Headteacher or Headteacher's PA
- Participate in educational visits as and when required
- Invigilate internal and external examinations as and when required
- Provide support with whole school events as and when required
- Attend all necessary meetings required of the post including those relating to training and professional development
- Undertake such other duties as may be directed by the Headteacher, commensurate with the grading of the post

### PERSON SPECIFICATION

The person appointed will:

- Have the ability to work positively and sensitively with young people aged 11-18 years
- Be committed to the very highest standards of student wellbeing and achievement
- Need commitment, energy and patience and must be prepared to learn
- Have good literacy and numeracy skills, a good general education and an interest in learning



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- Have excellent communication skills with the ability to communicate effectively, clearly and accurately both orally and in writing with a wide range of people
- Have a good level of administrative skills including MS Office, Word and Excel
- Possess strong organisational skills with the ability to prioritise own work load and meet all deadlines and remain calm under pressure
- Be self-motivated, enthusiastic and hardworking and flexible in their approach
- Be a positive team player, willing to pitch in and help out where needed and believe in the importance of team work and a collaborative approach
- Have excellent punctuality and attendance
- Maintain complete confidentiality and discretion at all times
- Be committed to Equality, Diversity and Inclusion and the principles and practice of equal opportunities
- Be committed to the principles and practice of safeguarding all young people

May 2022