



WOODFORD COUNTY HIGH SCHOOL FOR GIRLS

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[www.woodford.redbridge.sch.uk](http://www.woodford.redbridge.sch.uk)

Roll 1240 pupils inc. 347 in the Sixth Form

11 – 18 Community Grammar School

## COVER SUPERVISORS

LBR4 (SCP7 £15.63 per hour – SCP10 £16.32 per hour)

We are seeking to appoint Cover Supervisors to join our supply team and supervise Year 7 to 11 students in the absence of their normal teacher. We will provide a full induction and training package and the Supervisor will be managed by the Deputy Headteacher.

The posts will operate on a supply (casual) basis during term-time only, starting in March 2025. The school day starts at 8.30am and ends at 3.30pm with an hour for lunch.

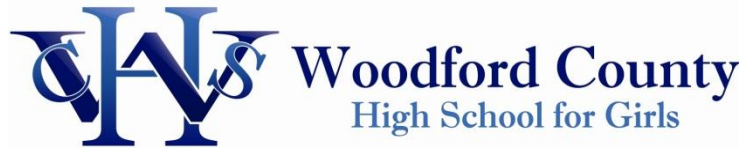
Information is available from the school website [www.woodford.redbridge.sch.uk](http://www.woodford.redbridge.sch.uk) or by contacting the school.

Applications can be submitted by post or email ([recruitment@woodford.redbridge.sch.uk](mailto:recruitment@woodford.redbridge.sch.uk)) and must include the completed London Borough of Redbridge application form.

Closing Date for applications: **Wednesday 26<sup>th</sup> February 2025** (9am)

*The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

**LONDON BOROUGH OF REDBRIDGE**



## Job Description - Cover Supervisor

Scale: LBR 4. (Pt.7-Pt.10) £15.63ph to £16.32ph

**Line Manager:** Deputy Headteacher (day-to-day operation managed by SIMS Officer)

We are committed to maintaining the quality of learning in lessons where the classroom teacher has set work but is not able to be present. Cover Supervisors are appointed to manage the classroom and support the students in completing the tasks set.

The job will be a term time position but hours, days and times of working to be flexible within the school working day

### I Principal responsibilities:

The Cover Supervisor will:

- provide classroom and registration cover for absent teachers as required
- be responsible for a class of students in lesson time with due regard for their health and safety and the school's high expectations and work ethos
- supervise and where possible support the students in their class work ensuring that the work set is undertaken with due regard to the time allocated
- liaise with teaching staff regarding work set in class and pastoral staff as appropriate
- follow the school's behaviour policy
- carry out other relevant duties as may reasonably be required by the Deputy Head, as coordinator of staff absence
- Contribute to the academic success of the school

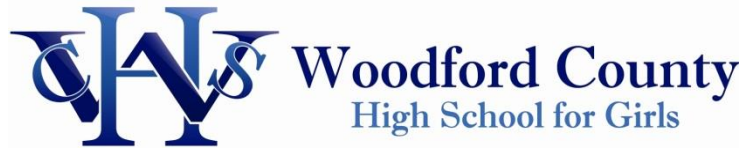
### II Additional Specific Responsibilities:

- accompany visits with member of the teaching staff on an occasional basis and by agreement
- act as an exam invigilator

### Person Specification

The Cover Supervisor will:

- be a calm, flexible, totally dependable and committed team person
- have good people skills and be able to relate to students as well as adults
- be a good communicator
- have the ability to use your own initiative to deal with situations as they arise, in line with school policies and instructions
- have a good level of education, particularly numeracy, ICT, oral and writing skills (minimum NVQ level 2 or equivalent in English and Mathematics)
- be able to balance warmth and discipline as appropriate to motivate students to engage with the tasks set
- be well organised, self-motivated and hard working
- be a role model and set high expectations
- be prepared to attend training sessions as required



**You will need:** Flexibility  
Excellent people skills and the ability to relate to students as well as adults  
Confidence, integrity and sensitivity  
Good organisational skills  
A sense of humour

The above and the attached pages indicate the wide-ranging nature of the job which demands flexibility and strong organisational and interpersonal skills. The job description may be amended at any time after consultation with you.

The post will appeal to someone who would enjoy working in a busy but friendly environment and would take an interest in the life of the school.

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