



GREATFIELDS SCHOOL

Dream it.
Believe it.
Achieve it.

Great Careers

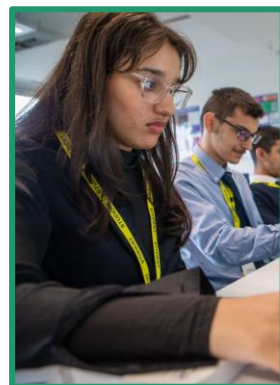
JOB PACK

POST: Cover Supervisor

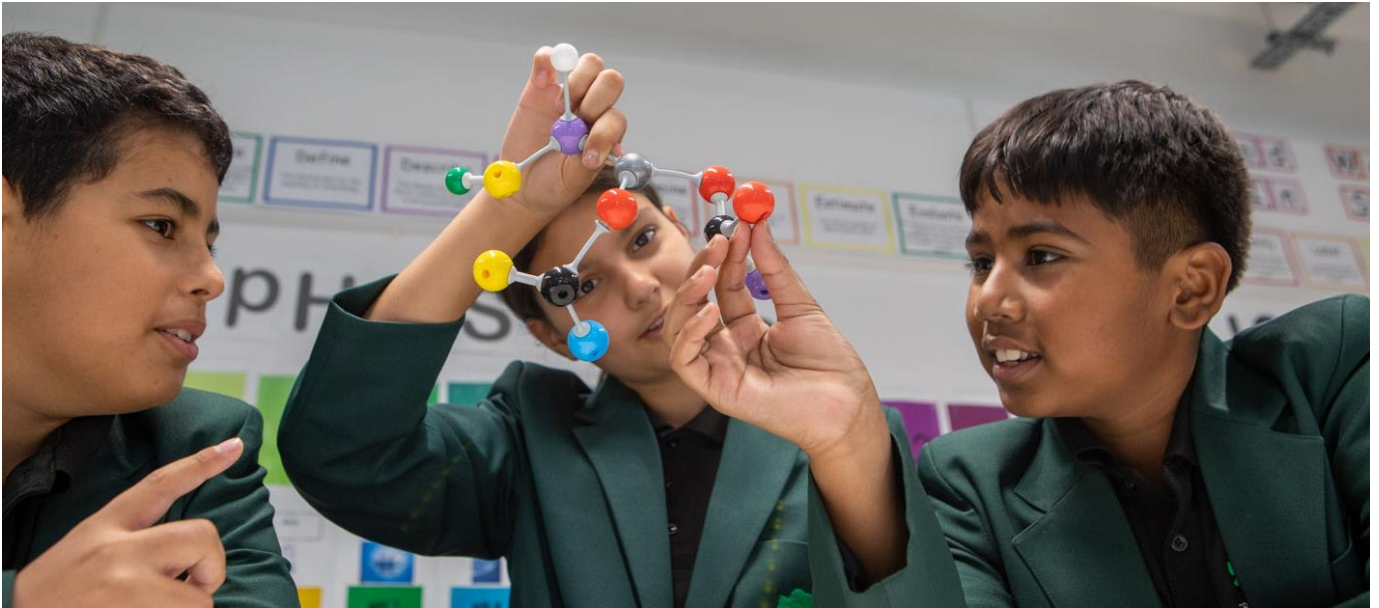
SALARY: APT&C Scale 5 term time only, £25,815 actual salary

CLOSING DATE: Monday 3rd June 2024

INTERVIEWS: Wednesday 5th June 2024



The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.



The school

Greatfields School opened in September 2016. We are located in Barking, East London, and are proud to be the first secondary school to be built on the Gascoigne Estate. We have quickly established a positive reputation with our parents and local community, and are known for our excellent behavior and the high ambitions we have for the young people of this community. We currently have approximately 970 students, and our Sixth Form opened in September 2022.

Our vision

We believe that our young people can compete with any other child in the country and we do everything we can to ensure that they have the same opportunities as other young people across the country. It is incumbent upon us to give our students access to a broad, engaging and challenging curriculum; to give them access to a range of activities, trips and clubs outside of the classroom to develop their cultural capital; and to develop their levels of resilience, determination and work ethic.

We also passionately believe in ensuring our young people feel safe and happy in school. This is done through the establishment of high expectations and clear routines and by taking a positive approach to behaviour at all times. This means that staff never shout at or demean our young people, and we understand the importance of mutual respect at all levels of the school.

Finally, we care deeply about and understand the responsibility we have towards our local community. This is a school embedded in the community and is one which we are proud to serve.



Job description

Line Manager: Member of SLT

Core responsibilities and duties:

- To provide classroom cover for staff when absent either on a short term or long term basis.
- To provide cover in the Inclusion Hub and relocations rooms when required.
- To ensure that the work set by the teacher is completed by students to the highest of standards.
- To support individuals or groups of students in a lesson who require extra support when not covering lessons.
- To support with the delivery of remote learning, when necessary, by producing resources and work packs for students.
- To help maintain the high expectations of behaviour in the classroom and around the building.
- To take a positive approach to behaviour by forging strong and respectful relations with students.
- To support the school's extended curriculum programme.
- To carry out duties during the week.

Notes: The above mentioned duties are neither exclusive nor exhaustive and the postholder may be required to carry out other appropriate duties as may be required by the Head of Department or Head of School within the grading level of the post and the competence of the post holder.

This job description will be reviewed regularly and may be subject to change at any time after consultation with the postholder.