



## Queen Mary's SCHOOL

### COVER SUPERVISOR (PREP SCHOOL) JOB DESCRIPTION AND FURTHER INFORMATION FOR CANDIDATES

**Job Title:** Cover Supervisor (Prep School)  
**Job Purpose:** To provide support with cover for the Prep School pupils

To work under the guidance of the Assistant Head: Prep and Pre-Prep to supervise whole classes during the short-term absence of teachers. The primary focus when supervising classes will be to maintain good order and ensure pupils are kept on task

#### THE ROLE:

The Cover Supervisor (Prep School) will:

- Respond to questions and generally assist pupils to undertake set activities;
- Provide supervision at breaks and lunchtimes on a daily basis;
- Provide cover for tutor sessions as required.

#### KEY RESPONSIBILITIES:

The Cover Supervisor (Prep School) will:

- Check the cover list to establish lessons to be covered and ensure work has been set, and contact the Assistant Head: Prep & Pre-Prep if work and resources are not in the classroom;
- Supervise and assist pupils in undertaking set activities, distributing appropriate resources, encouraging them to stay on task, responding to questions and maintaining order;
- Deliver lessons which are appropriate to the age and ability of the pupils so as to facilitate progression in pupils' learning and provide feedback that moves learning forward;
- Making sure classrooms are left tidy ready for the next lesson;
- Provide objective and accurate feedback to the appropriate colleague on pupil conduct and work completion within the lesson;
- Collect completed work at the end of the lesson and return it to the appropriate teacher
- Ensure that homework is set, where appropriate, and monitored;
- Report any safeguarding concerns immediately to a designated safeguarding Lead.
- Promote positive values, attitudes good pupil behaviour and health and safety, dealing promptly with conflict and incidents in line with School policy and encourage pupils to take responsibility for their own behaviour
- Establish productive working relationships with pupils, acting as a role model and setting high expectations;

- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities;
- Provide feedback to pupils in lessons;
- Support the use of IT in learning activities and develop pupils' competence and independence in its use;
- Administering and assessing routine tests and invigilating examinations and/or assessments as required
- Be aware of and complying with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- Ensuring all pupils have equal access to opportunities to learn and develop;
- Contributing to the overall ethos/aims of the school;
- Establishing constructive relationships and communicate with other agencies/professionals, in liaison with the teaching staff, to support achievement and progress of pupils;
- Attending and participating in regular meetings including training and other learning activities as required;
- Recognising his /her own strengths and areas of expertise and using these to advise and support others;
- Supervising pupils on visits, trips and out of school activities as required within normal school hours.

#### ADDITIONAL DUTIES

- Undertake any other duties which may reasonably be regarded as within the nature of duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

#### GENERAL RESPONSIBILITIES

- Attend In-service training and staff meetings at the start of each term.
- Attend CPD training as required.

#### PERSON SPECIFICATION

| Attributes                  | Essential Criteria   | Desirable Criteria  |
|-----------------------------|--|---|
| Qualifications              | Minimum of A Level English and Mathematics   | Proven experience of Cover Supervision within a Prep School   |
|                             | An ability to adapt to working across a range of subject areas with no regular timetable, and supporting the smooth operation of the School staff at other times | Knowledge of iSAMS or other school systems  |
|                             | Right to Work in the UK  | Awareness of and compliance with school procedures and policies, including safeguarding and health and safety |
| <b>Skills and abilities</b> |  |   |
|                             | Strong communication and interpersonal skills  |   |
|                             | Ability to be discreet and uphold confidentiality  |   |
|                             | Excellent time management and organisational skills  |   |
|                             | Excellent written English and meticulous attention to detail   |   |
|                             | Excellent IT skills  |   |
|                             | A work ethic which demonstrates and promotes the core values of kindness, curiosity, integrity and confidence  |   |
|                             | Energy, drive, enthusiasm and a positive manner  |   |

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|----------------------------|--|
| <b>Personal attributes</b> | Willingness to support the School's Christian values, ethos and heritage         |
|                            | Clear support for the advantages of single-sex education                         |
|                            | Ability to abide by School policies and procedures                               |
|                            | Awareness of the importance of Child Protection and Safeguarding of young people |
|                            | Willingness to play an active part in the life of the school community           |
|                            | Willingness to work out of hours as and when school events occur                 |

**TERMS AND CONDITIONS OF EMPLOYMENT:**

This appointment is in regulated activity.

**Support Staff: Cover Supervisor (Prep School)**

The following particulars do not form any part of an offer of employment. Terms and conditions, which will incorporate the Staff Handbook and contract of employment, will be documented in due course to the successful candidate.

- The Cover Supervisor (Prep School) is appointed by the Head, subject to enhanced DBS clearance and receipt of two satisfactory references. The successful candidate will be required to complete a confidential pre-employment health questionnaire.
- The role is part time with variable hours per week term time
- A competitive hourly rate is paid in monthly instalments in arrears from the agreed date of the appointment and inclusive of holiday pay
- The appointee will be expected to participate in an annual appraisal process
- Holidays should be taken out of term time except in exceptional circumstances and only then with the Bursar's approval.
- Accommodation is not provided
- The appointment is subject to a 3 month probationary period which may be extended following a performance review
- Additional benefits will include a significant fee discount for children to be educated at Queen Mary's School (subject to places being available and all relevant admissions criteria being met)
- The School operates an employer stakeholder contributory pension scheme.
- The appointee is required to give the School one term's notice of their intention to leave this post

*All employees of Queen Mary's are responsible for promoting and safeguarding the welfare of children and young persons and must adhere to and ensure compliance with the School's Safeguarding Policy. If in the course of carrying out the duties of this post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, this must be reported to the School's Designated Safeguarding Lead.*

*Candidates must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.*

## THE SCHOOL

Queen Mary's School is a Christian community that values, nurtures and respects every individual. A place where all are challenged to do their best, serve others, show compassion and act with integrity.

Queen Mary's School...

- Strives for excellence in every endeavour
- Loves life and enjoys learning
- Nurtures spirituality and personal growth
- Respects individuality and embraces diversity
- Enhances character and builds resilience
- Creates independent young people
- Makes strong and lasting friendships

Queen Mary's School is an all girls' independent boarding and day school situated in beautiful countryside, between Ripon and Thirsk. Junction 49 of the A1 is about 2 miles away. Founded in 1925, the school was originally situated at Duncombe Park, but moved to its present site in 1985. Baldersby Park, the school's current home, is a Grade 1 listed building surrounded by 40 acres of landscaped grounds, sports fields and paddocks.

There is a co-ed Pre-prep department and the Prep and Senior school is for girls only and spans the age range 7 to 16. Whilst a few girls are prepared for Common Entrance at 11, 12 and 13+, most girls stay on and do GCSEs, before moving to new schools and colleges for the sixth form.

The School has a strong boarding tradition; however, the School is also attracting an increasing number of day girls and those who board one or two nights each week. Many of the girls who travel to school daily use the school minibus service.

Queen Mary's has a unique family atmosphere with friendliness and concern for others being an important part of the School's ethos. It is one of a group of 43 schools belonging to the Woodard Corporation, an Anglican foundation that promotes Christian education and high academic and pastoral standards within all its schools. All members of staff are expected to be in sympathy with the aims and ethos of the School.

More information about Queen Mary's can be obtained from the website [www.queenmarys.org](http://www.queenmarys.org).