

Richard Hale School



400 YEARS OF EXCELLENCE

Application Pack

Cover Supervisor

Permanent/Full-time

November 2024



Richard Hale School

Cover Supervisor

Thank you for your interest in the post of Cover Supervisor. The Application Pack consists of the following documents and an application form can be found on our website <https://www.richardhale.herts.sch.uk/vacancies/> under Support Staff Application Form.

- Copy of the advertisement
- Information about the school
- Information on the department
- Job Description

Please note:

- **Closing date:** – Closing date for applications is **9am on Monday 14th October, 2024**. Please note we reserve the right to close this vacancy early should sufficient applications be received so early application is essential.
- **Electronic version of the application form**
The application form can be found on our website <https://www.richardhale.herts.sch.uk/vacancies/> under Support Staff Application Form and guidance notes are provided to assist you.
- **References**
Please ensure that you provide **email addresses** for all your referees as we will request references by email. A **mobile number** for them would also be useful.
- **If you have any queries regarding this post**
For general enquiries about the recruitment process, please contact Mrs Homan, HR Manager on 01992 583441 (sho@richardhale.co.uk). **Visits to the school are most welcome.**
- **How to apply and where to send your completed form**
Please complete the application form and return it to the school as soon as possible, together with a letter of application, on no more than two sides of A4, which outlines the skills and abilities you could bring to the post. Please forward these by email to Mrs Homan at sho@richardhale.co.uk. Please accept our apologies as we may not be able to notify all candidates of the outcome of their application.
- **Criminal Declaration Form**
All applicants invited to interview will be required to complete a Criminal Declaration Form prior to interview.

We look forward to reading your application, and thank you for your interest in our school.



Richard Hale School

Cover Supervisor Required from November 2024

We are looking to appoint a motivated, enthusiastic and committed person to join our school as a Cover Supervisor. The post would suit someone who has experience of working in a classroom environment or someone who is interested in becoming a teacher in the future. The role will offer the opportunity to deliver lessons to students and support them with their learning through covering absent teachers. The successful candidate will be able to demonstrate that they can build good relationships with students and work with a range of staff to ensure the smooth running of the school despite absences. The position is for 35 hours per week, between the hours of 8.00am – 4.00pm Monday to Friday, term time plus 1 week, part-time/job share would be considered. The salary will be dependent upon experience but will be paid on Grade H5 (pro rata) plus outer fringe.

Richard Hale is a very successful, oversubscribed, 11-18 boys' school with an expanding co-educational Sixth Form located in the centre of the county town of Hertford. The school has an impressive reputation for achievement both academically and in a wide range of extra-curricular activities.

The school is committed to safeguarding children and young people. All postholders are subject to a satisfactory enhanced DBS (Disclosure & Barring Service).

The Application Pack together with the application form can be downloaded from the School's website or you may contact Mrs Homan by email, sho@richardhale.co.uk. The application form, together with a personal statement, on no more than two sides of A4, outlining the skills and abilities you could bring to the post, should be emailed to Mrs Homan by 9am on Monday 14th October 2024.



Richard Hale School

Information about the school

Richard Hale School, called after its original wealthy benefactor, has stood on its present site since 1930. It was founded as Hertford Grammar School in 1617 on a site behind All Saints' Church nearer the town centre and changed its name in 1974 when it became a comprehensive school. A door from the original school can be seen in the main foyer when you enter the school giving that sense of history that we are very proud of.



Richard Hale is an 11 - 18 year old boys' comprehensive school with a six-form entry in Year 7. The school has 1200 students with 180 in each year group and over 300 in the sixth form which is mixed. We are heavily oversubscribed with 500 applications for 180 places.

Year 7 students are drawn from approximately 50 primary schools with admissions based on the post coding of traditional parishes. The intake comes from a large area of East Hertfordshire, particularly Hertford, Ware and the surrounding villages. The Sixth Form has continued to grow since becoming co-educational in 2005. It is now one of the largest in the area, attracting boys and girls from further afield than the immediate locality.

The school's buildings have been improved extensively over the years. Facilities include a Sixth Form Centre with tutorial rooms and a large study room. We have improved the facilities on site with a refurbished Engineering block. During 2017 a 3G all-weather football pitch was added to provide improved sport facilities for the students and in September 2022, we opened our brand-new Sports Hall, which includes a fully equipped gym. We play Rugby games at Hertford Rugby Club; this provides a real experience for the students playing in front of a good crowd and under floodlight during the winter evenings. We run a complete set of Saturday morning fixtures in rugby, football, and cricket over the year.



Underpinning all the work done within the school is a steadfast commitment to develop our students into thoughtful, respectful, and focused individuals who are able to make a positive contribution to the community and wider world.



We are a Good School as Ofsted confirmed in our Ofsted Inspection from 2019. The feedback and report reflect the many strengths of the school. The report is available on the website, but the following quotes really show what the school is like, “Pupils are proud to tell their friends that they attend the school. Parents typically say, ‘My son loves coming to school. We are proud that our son is a Richard Hale pupil,” and “Staff and pupils explained to inspectors that they feel like they are part of a large, supportive family.”

The school curriculum and extra-curricular activities

Our curriculum is traditional in principle, but also provides innovation where possible. Some key characteristics:

- We teach KS4 over three years so we can develop skills and enrich the students’ learning experience alongside the increased content the new qualifications require.
- Approximately 70% of students take a modern foreign language and individual sciences at GCSE, placing the school in the top 20 percentile for these subjects.
- Our Design and Technology provision includes Engineering, which is very popular at KS4.
- We have a garage on site allowing the students to experience motor engineering, this is alongside the other D&T disciplines.
- We offer a broad and balanced curriculum which provides a range of opportunities for our students catering for all interests and aspirations.
- Students in the Sixth Form have access to two learning pathways, academic or vocational. The Advanced Level offer is extensive with 21 subjects taught on site. BTEC Business, Science and Sport provide students with a more focused vocational curriculum.



At KS5 we teach a linear syllabus with students sitting examinations at the end of the two-year course. Our destination data is strong with all our students achieving offers for university, many of these from the Russell Group, or successful entry into apprenticeships or employment.

Student achievement is high with 83% achieving 9 to 4 in English and Maths in 2024 and 66% achieving 9 to 5 in these subjects. The progress of students is an area which has been a focus over

the last few years, and we were delighted to achieve progress scores of 0.4 and 0.38 for the last two years.

Our aim is to create a learning environment in which all students can develop their learning, intellectual and personal abilities, both inside and outside the classroom. To this end we provide an extensive extra-curricular programme, with the school excelling in sport, music, drama, science and engineering competitions. Our Duke of Edinburgh's Award programme is strong with large numbers of students taking bronze or gold awards. The school's ethos is one of encouraging the participation of students in the wider school community through a diverse range of opportunities at all levels.



Much of the school activity is centred on the House system. Each pupil is allocated to one of the six houses (Cowper, Croft, Hale, Kinman, Page, Wallace) and throughout their school lives enjoy and compete in many activities, mainly organised by themselves and supported by the Heads of House. These range from sport, music and drama competitions to chess and other types of activity.

Further information on the school and its history and achievements can be found on our website at www.richardhale.herts.sch.uk



Richard Hale School

Job Description: Cover Supervisor

Job Purpose

To deliver the lessons in the absence of the teacher to ensure students can continue to learn effectively.

Main purpose of the post:

- To supervise classes during short-term absence of teachers.
- To deliver the lesson which has been provided by the absent teacher or department to enable student learning to continue effectively.
- To support students in their lessons.
- To ensure that students fulfil their potential in the classes you deliver lessons in.

Main Duties:

- To liaise with Heads of Department, teachers and administration staff.
- To supervise the work that has been set by a teacher.
- To manage behaviour of students whilst they are undertaking this work, to create an environment conducive to learning.
- To respond to any questions from students about process and procedures.
- To support students with their learning in the lessons.
- To deal with any immediate problems or emergencies according to the school's policies and procedures.
- To follow the School's Behaviour Policy and, in particular, celebrate success whenever possible.
- To collect the completed work after the lesson and pass to the appropriate teacher or member of the department.
- To attend school INSET and meetings as identified by line manager.
- To support the school in maintaining student safety.
- To support the school's aim of providing a positive educational experience for its students.

In relation to the school:

- Report to Business Manager each morning for list of teachers to be covered throughout the day.
- To work with and liaise with other teachers in the department to ensure that resources are available to deliver the lesson effectively.
- To work with other members of the school in relation to individual students, liaising, advising and consulting where appropriate.
- To be aware of school policies and procedures, including those relating to confidentiality.
- To identify personal in-service needs and to attend appropriate internal and external in-service training.
- Any other tasks as directed by the Headteacher which fall within the purview of the post.

Supervision

- Direction from the Business Manager. This will also involve:
 - Work with and receive instructions from teachers, and other professionals to deliver the lessons effectively.
 - Liaise with the Assistant Headteacher for Teaching and Learning to support delivery in lessons.

Contacts

Maintain positive relationships with:

- Staff
- Students
- Parents
- Visitors

Knowledge and Experience

- Sound knowledge of ICT

Problems and Decisions

- Dealing with a number of queries simultaneously

We reserve the right to review and change the job description, in consultation with the postholder, dependent on the changing circumstances of the school.

Responsible to the Business Manager

This job description is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed annually and can be added to at the discretion of the Headteacher.

An enhanced DBS check will be required for this post.

The job description is current at the date shown, but, in consultation with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.



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Person Specification: Cover Supervisor

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ➤ GCSE English and Maths at grade C/4 or above 	<ul style="list-style-type: none"> ➤ Higher level qualifications ➤ Evidence of professional development and continuous learning relevant to the role
Work Related experience and associated skills	<ul style="list-style-type: none"> ➤ The ability to explain and give clear instructions. ➤ to manage students to advance learning and engage and motivate students. ➤ To build and maintain excellent relationships with students in large groups, smaller groups and on a 1 to 1 basis. ➤ Use an appropriate range of learning strategies with students to engage and motivate them. ➤ Ability to set clear and appropriate targets, feedback to students and support them to make progress. ➤ Reflect on own practice. ➤ Patience and an ability to show empathy. 	<ul style="list-style-type: none"> ➤ Experience of working with children, particularly those of secondary school age. ➤ Knowledge and understanding of a range of SEND needs
Specialist knowledge and understanding	<ul style="list-style-type: none"> ➤ Willingness to develop knowledge and understanding of the students you would work with. ➤ Willingness to take on board advice and guidance ➤ Willingness to develop understanding of a range of student needs ➤ Ability to use a range of ICT to support students learning and to monitor their progress. 	<ul style="list-style-type: none"> ➤ Knowledge of how to give positive and targeted support to students of all abilities and needs.
Personal skills and attributes	<ul style="list-style-type: none"> ➤ Determination to encourage the highest quality of learning experience for all students. ➤ Establish good and productive working relationships, and works well in a team. ➤ Ability to communicate effectively to staff, students, parents, orally and in writing. ➤ Excellent time management. ➤ Ability to empathise with young people and yet be firm, fair and consistent when dealing with them. ➤ Sense of humour and perspective. ➤ Excellent attendance and punctuality. 	<ul style="list-style-type: none"> ➤ Willingness to offer and participate in extra-curricular activities

Evidence assessed from: Application form (F), Interview (I), References (R)