



PRAESTAT OPES SAPIENTIA

HAMPTON SCHOOL

JOB DESCRIPTION

Cover Supervisor
Full Time or Part Time
To start September 2021

Job Title: Cover Supervisor – Maternity Cover
Reporting Line: Pippa Message, Deputy Head and in her absence the Bursar
Location: Hampton School

ABOUT HAMPTON SCHOOL

Hampton is one of the country's leading, most successful and best-resourced independent schools and has been helping boys to fulfil their potential and realise their aspirations for nearly 460 years. We are a lively, friendly and caring School community, where innovative teaching is underpinned by strong shared values, and complemented by outstanding pastoral care. We aspire to enable our boys not only to make sense of the world, but also to want to go out and improve it.

The School's examination results and university entrance record consistently rank among the best achieved anywhere, while our extensive range of co-curricular activities provides each boy with the opportunity to shine and the means to explore new interests. Nearly all Hampton leavers go on to undergraduate courses at Russell Group or equivalent universities. 20-30 boys are offered places at Oxford and Cambridge each year; an increasing number go on to study at US Ivy League universities, often on academic and sporting scholarships. Our alumni network is extremely strong and former pupils remain very interested in their School, in no small part due to the exceptionally warm and mutually respectful relationships enjoyed between Hampton staff and their pupils.

Situated on a green field site in a leafy suburb of South West London, we are fortunate to have over 27 acres of playing fields within our spacious grounds, and a generous investment programme ensures that pupils and staff benefit from first-class facilities across all areas of School life. These include a state-of-the-art 3G sports ground, a large Sports Hall and The Hammond Theatre, along with an excellent library and specialist facilities for Art, Music, Science, Engineering, IT and Languages and our recently opened Sixth Form Study and Careers Centre. The Millennium Boat House, shared with our neighbouring girls' school, Lady Eleanor Holles, enjoys a prime location on the nearby River Thames and provides the focal point for our renowned and highly successful Boat Club.

Visitors from the Independent Schools Inspectorate (ISI) concluded in March 2016 that Hampton's academic and all-round excellence merited the rarely awarded ISI assessment of pupils' achievements and learning being 'Exceptional'. The inspection team's findings in all other areas were similarly pleasing and the highest possible judgements were achieved across the board. A further Regulatory Compliance Inspection (RCI) in 2019 reported the School to be fully compliant. A copy of the full ISI reports can be found on the School website.

We hope you share our vision for an inspiring, modern and exciting education. Further information for applicants can be found at <https://hamptonschool.org.uk/teachingathampton>

The Role

A Cover Supervisor will ideally have classroom and behaviour management experience, will act as a mentor to pupils, assist with the supervision of break and lunchtimes and will contribute to sporting and co-curricular clubs across the school. The ability to coach football, rugby or cricket would be an advantage.

Key Responsibilities

The successful applicant will be required to carry out the following duties:

- To provide mentoring support to students to ensure progress
- To report to the Assistant Common Room Secretary daily to collect the cover schedule, registers and work as required
- To assist in the supervision of classes
- To take registers at the beginning of each period of cover supervision; to deliver cover work to pupils, following the instructions of the member of the Common Room who has set the cover work (either the absent teacher or the relevant Head of Department)
- To collect all resources and work at the end of the lesson and return these as directed
- To provide feedback on cover lessons and pupils' conduct as required
- To report any incident/s in the cover lessons to the Head of Department or the Senior member of staff on duty as per the School's Behaviour and Safeguarding policies
- To contribute to co-curricular clubs and societies across the School.

Personal Specification

The successful candidate is likely to be able to demonstrate the following skills, qualifications and experience.

- A commitment to the Safeguarding and wellbeing of pupils
- A good GCSE English Language and Mathematics or equivalent
- A teaching qualification and/or some previous teaching experience is desirable but not essential
- Experience of working with children or young people with Special Education Needs and Disabilities, preferably ADHD and Autism is desirable but not essential
- The ability to contribute to the School's co-curricular programme
- Awareness of Health and Safety issues (First Aid training will be provided if required)
- Calmness and efficiency, with the ability to work under pressure at times
- A willingness to learn and commitment to continuing professional development through attendance at INSET
- Commitment to the all-round ethos of the School, including its co-curricular activities and pastoral approach
- An energetic, dynamic person with a proactive attitude and the ability to work independently on your own initiative and as part of a team
- Excellent interpersonal skills, be a team player and have the ability to learn quickly and be capable of inspiring confidence in pupils and parents
- A professional approach combined with the flexibility to adapt ever-changing needs and priorities
- Excellent written and verbal communication skills
- An understanding of the nature of independent education and of the high expectations within the sector.
- A willingness to assist and deal confidently with staff

- Enjoy rising to the challenge inherent in a school environment.

Other

- To act as Fire Marshal and First Aider as required. Training will be provided
- Any other reasonable tasks required by the Headmaster and/or Bursar in association with the above role.

Please note that there may be some changes and additions to the above, which will be discussed before implementation and changes may occur as the post develops. This document is designed to provide applicants with a “flavour” of the position and responsibilities.

Training

Where necessary, to undergo on the job training and/or to attend INSET training outside the School where appropriate to increase competence, proficiency and safety awareness.

Hours

The working hours for the full-time post will be 8.30am – 4.00pm Monday to Friday during Hampton School term time (if applying on a full-time basis).

If applying on a part-time basis you must be able to work 8.30am – 4.00pm a minimum of 2/3 days per week during Hampton School term time. Please outline your availability and preference for working days on your application form. Please note, if applying on this basis working days will be confirmed at the point of offer.

SAFEGUARDING

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Safeguarding Designated Persons or to the Headmaster.

Hampton School Trust is an Equal Opportunities Employer.

The School reserves the right to offer the post at any stage in the appointment process. Further details of the School are available on the website.

Please note all appointments are subject to the Hampton School Trust Recruitment, Selection and Disclosure Policy and Procedure

April 2021