

THE HOLT SCHOOL

Holt Lane

Wokingham

RG41 1EE



Tel: 0118 978 0165

holtschool@holt.wokingham.sch.uk

www.holtschool.co.uk

Cover Supervisor

30 hours per week

Grade 4 Scale Point 18-21

(£9.78 - £10.64 per hour)

Actual salary £12,692

8.30am – 3.30pm Monday to Friday

Term Time Only

To start as soon as possible

The Holt is a popular and oversubscribed 11-16 girls and 16-18 co-ed comprehensive school which converted to academy status in July 2011.

The role of the Cover Supervisor is to cover lessons for teacher absences due to illness and staff training.

The successful applicant will have good organisational skills, the ability to work as part of a team, able to use their initiative, and a good sense of humour. This post would offer a great opportunity for anyone thinking of going into teaching in the future or a gap year student. Training will be provided.

[Application forms](#) and recruitment pack are available to download from the school website

Please note that CVs will not be accepted. Prospective applicants are welcome to telephone Mrs Diane Hampton HR Manager on 0118 974 9020 for more information about this post.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced Disclosure and Barring Service Check.

Applications will be reviewed as they are received and interviews arranged accordingly.

THE HOLT SCHOOL JOB DESCRIPTION



| | | | |
|--------------------------|-------------------------|--------------------------|----------------------------------|
| Job Title: | Cover Supervisor | Name: | |
| Reports to: | Senior Cover Supervisor | Reviewed: | September 208 |
| Grade/Pay Scale: | 4 | Hours of work/FTE | 30 hours per week term time only |
| Employment Status | Permanent | | 8.30 am to 3.30 pm |

To be line managed by Senior Cover Supervisor/Assistant Headteacher

To cover teaching staff absence

At The Holt School this will involve:

1. To work as part of a team of cover supervisors.
2. To undertake a supervisory role in designated lessons ensuring that students understand the task set and encouraging them to work to their capabilities.
3. To liaise in the classroom with LSAs as appropriate.
4. To promote positive behaviour in class in accordance with the school management policy.
5. To invigilate internal and external exams when required.
6. To support the Senior Cover Supervisor in her role when not covering and in the event of any unplanned absences.
7. To assist Reception/Reprographics when not covering lessons with: photocopying, typing, filing, data input, collation, displays, preparation for events and open evenings and any general administrative work.

This job description is not intended to be a comprehensive definition of the post and will additionally include any task which the Headteacher may reasonably require the post holder to complete as part of the role. It will be reviewed annually and may be subject to modification or amendment after consultation

Signed: Date:
Post Holder

Signed: Date:
Co-Headteacher

| Person Specification: Cover Team | Essential | Desirable |
|---|------------------|------------------|
| Education | | |
| GCSE Maths, English and Science | ✓ | |
| A Levels | | ✓ |
| Degree | | ✓ |

| | | |
|--|---|--|
| Skills | | |
| Patient Calm and able to work under pressure | ✓ | |
| Flexible and adaptable – be able to think on your feet | ✓ | |
| Excellent relationships with students and colleagues | ✓ | |
| Good communication – orally and written | ✓ | |
| Good IT skills (excel desirable but not essential) | ✓ | |

| | | |
|---|---|---|
| Committed to: | | |
| Inclusion and a positive “can do” approach | ✓ | |
| Flexible working practice, willing to go the “extra mile” | ✓ | |
| Promoting and safeguarding the welfare of students | ✓ | |
| CPSD (continuing professional self-development) | | ✓ |

About the School

Thank you for your interest in applying for a post at The Holt School. We hope that the information included in this pack will be enough to enable you to make a decision as to whether to apply for a position with us either as a teacher or as a member of support staff.

The Holt School is an “outstanding” (OFSTED June 2008) seven-form entry converter academy for girls aged between 11 and 16 and with a co-educational Sixth Form. It serves the market town of Wokingham and surrounding villages. The Holt is one of 4 secondary schools in Wokingham town, one of which is a boys’ school and the other 2 are mixed. Wokingham Borough Council is the local authority with whom the school works closely. The original school numbered 23 but there are now 1245 pupils, 216 of whom are in the sixth form.

The school, situated on the western side of the town, was founded in 1931. The original school was an old Dower House dating from 1648. This house is now used chiefly for administrative purposes. The shrubbery and gardens, together with playing fields extending to 13 acres, form a pleasant setting for the school.

The Holt maintains a number of traditions and extols traditional values whilst at the same time embracing change. As well as the broad and balanced formal curriculum, students at The Holt enjoy a rich and varied extra-curricular programme. We are very fortunate to have an extremely talented and hardworking staff all of whom are committed to providing the best possible education both in and outside of the classroom. Teaching and support staff give generously of their time to provide a wide range of enrichment activities. As an International School we actively encourage all our students to step outside “the Wokingham bubble” and experience other cultures through exchanges, trips and expeditions. Relationships between staff and students are excellent and across the whole school community there is an atmosphere of mutual respect.

The school is successful and demands a lot from its staff and the students. The examination results at GCSE and ‘A’ level are amongst the best in the county. Most students go on to take 10 GCSEs and 90% of students achieve 5 or more standard passes including English and Maths at Level 4. ‘A’ level results are excellent with a 99% pass rate this year. 61.37% of students gained an A*AB of which 29.7% were A*A and we have over the last five years achieved A*-C pass rates of over 80%.

INSPIRE - CHALLENGE - ACHIEVE

“To **inspire** all members of the Holt community by **challenging** them to maintain a safe and caring environment in which they **achieve** success whilst preparing for a future in an ever changing global society.”

The school operates a 50 period fortnight with teachers on the main scale teaching 42 periods. This enables us to provide a balanced curriculum in Key Stage 3 and to increase option choices in Key Stage 4

We have a staff of over 130: 88 teachers (some part-time) and 50 support staff (administrators, technical support, technicians, Cover Supervisors, Learning Support assistants, site team and lunchtime supervisors).

There is an excellent programme of training and professional development in which all staff are encouraged to participate.

Please contact us if you have any questions or to arrange a visit. Even Further information can be found on our [website](#)

We look forward to hearing from you and to receiving your application.

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