Cover Supervisor

Candidate Pack



"Dame Alice Owen's School is a wonderful place to come and learn"

Ofsted, December 2023

HEADTEACHER'S WELCOME

Thank you for your interest in applying to Dame Alice Owen's School. Though much of the information we have about our school is available on our website, we know you are busy so have put some key information in this pack to help you understand who we are and what we do.

Our school was founded 400 years ago by Dame Alice Owen, a remarkable philanthropist with an unusually modern vision for education. She established the first school in Islington and, as demand outstripped space, it moved to its current setting, in the Hertfordshire countryside, in 1976.

Today, Owen's is an exciting place to work where ***"staff overwhelmingly feel well cared for"*** and behaviour is ***"exemplary."*** [Ofsted December 2023] Ours is a school where teachers love talking about teaching and learning, where relationships between students and staff are positive and strong, and where we do what we can to keep workload manageable. We are never complacent; we are always looking for marginal gains in order to keep what we do reasonable, but exciting. It is the combination of interested students, dedicated staff, supportive parents, a rigorous and empathetic Governing Body and a stable, experienced and supportive school leadership team which makes our school such a special place to be.

Dame Alice Owen's School is a mixed, partially selective secondary school with approximately 1,470 students including over 450 in our vibrant and highly successful sixth form. Our school benefits from some of the most able students in the country. In the 2026 A level examinations, 66% of all A level grades were A*-A with 89% of grades being awarded A*-B. In GCSE examinations, students achieved an average Attainment 8 score of 73.6 with 31% of all grades awarded at level 9 and 95% of students achieving 5 or more grades 9 – 4 including English and Maths (there is no Progress 8 score for 2026 due to Covid but in 2024 it was +0.92). Many of our school leavers from Year 13 secure places at top universities; in 2026, 23 of our Year 13 students achieved a place at Oxbridge.

We were delighted to be recognised as 'The Sunday Times Regional School of the Decade' in 2020 and the country's highest ranking non-fully selective **state school of the year** many times over. Add awards from 'The Telegraph,' who cited us as the 3rd best Secondary School in the Country 2026 and the 9th best Sixth Form in the Country 2026 to those from 'The Sunday Times' where we were crowned **Comprehensive School of the Year for Academic Excellence 2026** and **Comprehensive School of the Year (Southeast) 2025 and 2026** and you can see why our annual survey showed that 100% of staff are proud to be part of the school! Securing a place at Owen's has been described as ***'winning the lottery'*** in the Good School Guide and Ofsted judged us ***'outstanding'*** in all categories in December 2023, with no areas for improvement.

If you would like to come and join us, we would love to meet you and talk to you more. Please call to arrange a chat, if you would like to, or just send us your completed application pack. I look forward to meeting you.



COVER SUPERVISOR

Part-time, Permanent Post
Required for January 2027

18.75 hours per week, term time plus inset days
Monday, Thursday and Friday, 6.25 hours per day, 8:30am - 3:45pm (with an hour unpaid for lunch)
Salary Scale: H4/6, pro-rata actual annual salary £11,636 (based on £26,847 for the full-time equivalent post)

Closing date: 9am, Thursday 3rd December 2026
Interview date: Friday 11th December 2026

We reserve the right to make an appointment before the closing date, so early applications are encouraged.

The Governing Body of this highly successful, partially selective, mixed school invites applications for the post of Cover Supervisor. The successful applicant will be required to provide classroom cover for absent teachers. This will include managing and supervising classes of pupils and enabling work set by teachers, thereby ensuring the students continue to learn effectively. We will provide full training.

DAME ALICE OWEN'S SCHOOL







WHY WORK AT OWEN'S

DAME ALICE OWEN'S SCHOOL

At Dame Alice Owen's, we appreciate that when staff are well looked after, and conditions are right for learning, students and staff thrive.

Owen's has a relaxed, supportive environment, the atmosphere is friendly and collegial and staff are nurtured and supported. Students at Owen's are engaged, well-motivated and behavioural issues are rare and well managed. The Senior Leadership team are fully aware of the importance of a good work life balance and are mindful of this when supporting the teams they line manage. Meetings are kept to a minimum. There are regular, whole staff and departmental social events throughout the year, and, with a nod to our 400 year old traditions, Owen's is often a fun and interesting place to be.

Working at Owen's is not just a job; it's a fulfilling and rewarding experience that goes beyond the classroom, positively shaping both students' futures and the careers of all those who work with them. If you would like to work in a school where your passion for supporting young people and contributing to their future success can truly flourish, Owen's is the perfect place for you.

In addition to this we also offer a variety of benefits including:

- Access to an Employee Assistance Package, which provides staff with a wide range of health and wellbeing services including 24 hour access to a GP;
- Excellent facilities and resources including a Fitness Suite which is open to all staff for certain hours outside of the school day;
- Free on school site parking;
- Staff child places, in line with our admissions procedures;
- A great location - the school is situated on an attractive 35-acre site in the Green Belt. Central London is easily reached, in 15 minutes, by rail from Potters Bar and the school is close to motorway links.

Hear from members of our Staff in the video here about why they enjoy working at Dame Alice Owen's School.

Watch this video to hear what our students have to say about what a special place Dame Alice Owen's School is for them.







JOB DESCRIPTION

DAME ALICE OWEN'S SCHOOL

Post Title: **Cover Supervisor**
Responsible to: **Assistant Head (Curriculum)**

Purpose of the Role:

To work under the guidance of the Assistant Head (Curriculum), appropriate teacher and subject leaders and within an agreed system of supervision to:

- supervise whole classes during the short-term absence of teachers. The primary focus when supervising will be to maintain good order and to keep students on task. The Cover Supervisor will need to respond to questions and generally assist students to undertake set activities;
- support teaching or non-teaching staff when cover is not required;
- provide cover for form periods as required.

To support students and teachers, the Cover Supervisor will:

- use existing experience to support students in their learning;
- promote positive values and attitudes;
- deal promptly with incidents in the classroom and around the whole school, in line with school policy;
- encourage students to take responsibility for their own behaviour;
- manage the behaviour of students whilst they are working to ensure an appropriate learning environment which is purposeful, orderly and productive including tasks such as but not limited to:
    - completing electronic registers for form periods and each class;
    - dealing with any immediate problems or emergencies according to the school's policies and procedures;
    - collecting any completed work after the lesson and returning it to the appropriate teacher;
    - rewarding students, where appropriate, in accordance with school procedures;
    - reporting the behaviour of students during class or any issues arising as appropriate, using the school's agreed referral procedures;
    - establishing productive working relationships with students, acting as a role model and setting high expectations of themselves as well as the students;
    - promoting the inclusion and acceptance of all students within the classroom;
    - recognising and responding to the individual needs of students;
    - encouraging students to interact and work cooperatively with others and engage all students in activities;
    - setting challenging and demanding expectations and promote self-esteem and independence;
    - providing appropriate feedback to students in lessons;
    - implementing agreed learning activities/teaching programmes/practical lessons.
- provide feedback to the class teacher when appropriate;
- when not required to cover classes or groups of students the Cover Supervisor will provide support for the administrative team or the teaching staff as appropriate and directed;
- undertaking any other duties, which may reasonably be regarded as within the nature of duties and responsibilities/grade of the post as directed by, or on behalf of, the Headteacher.

PERSON SPECIFICATION

DAME ALICE OWEN'S SCHOOL

Education	Desirable/ Essential
Good general education including GCSE in Mathematics and English at Grade C or above	E
Holds QTS	D
Higher degree or further education	D
Knowledge and Skills	
Experience of working with young people	E
Have strategies to engage students across the ability range	E
Good oral communication skills with ability to clarify and explain instructions	E
Experience of working in a classroom	E
Good knowledge of Microsoft packages including Word and Excel	D
Experience with Google Suite	D
An ability to communicate effectively with students and staff in a variety of ways	E
An understanding and commitment to equality of opportunity for all	E
Professionally discreet and able to respect confidentiality on sensitive issues	E
Understanding of the difficulties young people can experience in school	E
Understanding of the responsibility for promoting and safeguarding the welfare of children and young people within the school	E
Personal Attributes	
Have enthusiasm, drive, resilience, warmth and humour	E
Ability to work well within a supportive teamwork structure	E
Excellent attendance record	E
Have natural authority and the ability to motivate and encourage students and gain their respect	E
Confidence to review own performance	E
Be able to take direction but be prepared to take initiative when required	E
A commitment to improving their own practice	E
Flexible and adaptable	E
Reliable	E
A good sense of humour!	E

HOW TO APPLY

Applications will be accepted by completion of an application form via MyNewTerm on our vacancies page - https://damealiceowens.herts.sch.uk/introduction/vacancies/. We are not able to accept CVs for any posts based in school.

To arrange a tour or informal discussion about this position, please contact Dr Matthew James, Assistant Head via jamesm@damealiceowens.herts.sch.uk

The school is committed to safeguarding children, young people and vulnerable adults and promoting the welfare of children and expects all staff to share this commitment. Please take time to read our Safer Recruitment and Safeguarding and Child Protection policies.

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and applicants will be required to declare any convictions, cautions, reprimands and warnings that are not "protected" (as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020). Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, scrutiny of the information provided in your application form and an enhanced Disclosure and Barring Service disclosure check.

We fully appreciate the time and consideration which go into applying for a new job. If there is anything we can do to help you through this process or if you have any general enquiries, please do not hesitate to ask via recruitment@damealiceowens.herts.sch.uk

DAME ALICE OWEN'S SCHOOL





