



Cover supervisor

**Required for January 2022
an earlier start available if possible**

Thank you for your interest in applying to Yavneh College. Below is some information about the post and the school which we hope is helpful. We also enclose an application form and copies of our child protection and safer recruitment policies.

The school is committed to safeguarding children and young people. The selection process includes scrutiny of the information provided in the completed application form, taking up references, observation of a taught lesson and an interview. All appointments are subject to a satisfactory enhanced Criminal Records Bureau disclosure.

Please note that applications cannot be considered unless the application form is completed in full. It should be returned to the Headteacher, together with a letter of application as soon as possible.

General information about the school

Yavneh College is located adjacent to the Elstree Film and Television Studios in Borehamwood, Hertfordshire. The town of Borehamwood lies within Green Belt countryside on the outskirts of north London. Borehamwood and Elstree Station, 10 minutes walk from the school, provides a fast and frequent train service south to Central London and north to St Albans and Luton. The main bus station for Borehamwood is a three minute walk from the school and provides services to the local Hertfordshire towns and north London suburbs.

Yavneh College is an 11-18 co-educational voluntary aided comprehensive school in Hertfordshire Local Authority. The school opened in September 2006 and has since grown to full capacity and added a Primary School to its site to become part of the Yavneh College Academy Trust. In September 2020 we had over 1000 pupils at the school.

Yavneh College is a Jewish school. There is no requirement for staff to be Jewish; we welcome applications from all sections of the community and appoint the best. The majority of our current staff are not Jewish.

As a comprehensive school, we are committed to all of our pupils realising their full academic potential. Extracurricular activities are very important at Yavneh College and pupils are encouraged to partake in a range of wider experiences. As well as sports fixtures, whole-school productions, theatre trips etc, we timetable more than 50 extracurricular activities into the school day on Mondays, Tuesdays and Thursdays for Key Stage 3 as a 55-minute slot (the 'Enrichment Programme'). KS4 pupils have the opportunity to participate in an enrichment on Wednesday.



If you would like to get more of a flavour of the atmosphere of the school, we recommend that you visit our website and click on the 11-minute video of school life, which you'll find in the 'Prospectus' section.

The post

The role of the cover supervisor is to supervise classes when teachers are absent. The cover supervisor is not required to set or mark the work for these classes to do; this is done by the absent teacher or by their Head of Department. The cover supervisor is not required to do any teaching.

No previous experience as a cover supervisor is required for this post; we will provide all necessary training. The important thing is that you possess the right personal qualities:

- ability to command the respect of pupils by supervising them in a confident and fair manner and in accordance with the school rules and procedures. Although our pupils are very well-behaved, they are normal children and would undoubtedly rather chat than work, if allowed to do so!
- good self-organisation skills
- common sense
- patience

Specific qualifications are not required, but you must have a good all-round education, including GCSE (or equivalent) Grade C in English and mathematics.

Staff attendance is high at Yavneh College, so we do not have a need for cover supervision every day. When there is no cover supervision to do, the cover supervisor is deployed in one or more of the following ways, depending on the needs of the school at that time:

- as a teaching assistant supporting special needs children in lessons
- as an examination invigilator
- as a clerical support officer in the school office

Terms:

Term time only. Salary within range £21745 - £23052 pro rata including Fringe Allowance and 5.1 weeks' paid holiday. Holiday must be taken during our school holidays.