



**HAYDON  
SCHOOL**

**BECOME PART OF  
A GREAT TEAM**

## **COVER SUPERVISOR**

37 hours, per week 39 weeks term Time plus Training Days

Scale 5, Point 12. Salary £ 25,137 (pro rata)

Haydon is a large, friendly and creative school in North West London. We have been judged as outstanding by OFSTED.

### **THE ROLE:**

Supervision of pupils while carrying out pre-prepared work and work that has been set in accordance with the school policy

To provide instructions for the lesson as provided by the teacher and respond to pupils' questions regarding processes and procedures

Establish productive working relationships with pupils, acting as a role model and setting high expectations

Promote the inclusion and acceptance of all pupils within the classroom

Displaying and promoting high expectation from all pupils

Support pupils consistently, recognising and responding to their individual needs

Encourage pupils to interact and work co-operatively with others and engage all pupils in activities

Promote independence and employ strategies to recognise and reward achievement of self-reliance

Provide feedback to teaching staff in relation to pupils in lessons covered

Provide feedback to pupils in relation to progress and achievement

Organise and manage appropriate learning environment and resources

### **ABOUT YOU:**

Educated to Degree level

Experience of using databases and various software packages, including Word and Excel

Ability to manage working time effectively and to develop professionally

### **TO FIND OUT WHY WE'RE SO PROUD OF HAYDON SCHOOL AND LEARN MORE ABOUT THIS ROLE:**

Visit our website now [www.haydonschool.com](http://www.haydonschool.com) or check us out on twitter @HaydonSchool

### **HOW TO APPLY:**

An application form can be found on our website under 'Join Us' and 'Vacancies'. Applications and covering letter should be sent to: [gmcauliffe.312@gfmail.org](mailto:gmcauliffe.312@gfmail.org)  
Please note CVs will not be accepted

We reserve the right to interview on application

### **MORE INFORMATION:**

If you would like to discuss the post or require further information, please contact Beyhan Ercan-Razvi : [bercanrazvi.312@gfmail.org](mailto:bercanrazvi.312@gfmail.org)

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Haydon School is committed to safeguarding and promoting the welfare and safety of all students and expects all staff and volunteers to share this commitment. We strive to ensure that consistent and effective safeguarding procedures are in place to support families, students and staff at school.

ACHIEVING

**INDIVIDUAL EXCELLENCE**

IN A CARING COMMUNITY