



# APPOINTMENT INFORMATION PACK



**COOMBE**  
BOYS' SCHOOL

**Cover  
Supervisor**



# Welcome To Coombe Boys' School

At Coombe Boys' School we are passionate about providing learners with opportunities that they would never have had before. We aim to fire the imagination and develop an aspiration and a work ethic that will enable learners to achieve their ambitions.

We believe that it is essential that school is a challenging, inspirational and transformational experience. We also believe that it must provide a moral framework for learners to live their lives by and that students perform to their best abilities when they feel supported, confident and happy.

We are enormously proud of our academic, sporting and cultural successes, however we are proudest of the fact that parents tell us that their sons are happy here and that they enjoy coming to school. Our successes have been recognised by the Department for Education who are funding a rebuilding programme for the school, which commenced in February 2025. This will provide us with brand new facilities giving staff and pupils a modern and sustainable environment in which to thrive.

Thank you for taking the time to look at the information relating to this post. Please do contact the school if you have any queries or would like a tour of the school.

Kind regards,

**David Smith**  
*Headteacher*





## Our Vision

Coombe Boys' School, is a community of learners that embraces innovation and inclusivity in teaching, leading to academic excellence and a world of opportunity for all. We strive to foster a culture of creativity and critical thinking that empowers our students to become confident lifelong learners and responsible global citizens. Our commitment to providing a diverse and inclusive learning environment ensures that every student is heard, recognised as an individual and feels valued and respected. The focus on academic excellence prepares students for success in an ever changing world. Our goal is to inspire our students to think beyond the classroom and to explore the endless possibilities that lie ahead, so that they may confidently shape their own futures and make a positive impact on the world.

### **Coombe prepares each student for their World of Opportunity by:**

- **Delivering excellence** through innovative teaching that is inspirational and brings an ambitious, broad and inclusive curriculum to life. It engages every learner in their Coombe journey offering a transformational and challenging experience.
- **Driving ambition** by fostering a culture of creativity that develops all members of our community to be confident learners who are happy, resilient, embrace challenge and are excited by their own potential to shape the future.
- **Developing integrity** through a diverse and equitable community where every person is heard, recognised as an individual and feels valued and respected. Our shared purpose promotes exemplary behaviour, outstanding and supportive relationships between all above all, ensuring kindness permeates every day life.



## Cover Supervisors

We are looking to appoint an enthusiastic and dedicated Cover Supervisor to cover lessons during staff absences.

Our Cover Supervisors work in a small but dedicated team and are responsible for covering whole classes in the absence of their teacher. They play a key role in supporting students in their lessons, ensuring they complete work and helping them to develop as independent learners.

The successful candidate will cover for staff absences by delivering their lessons, and when not required to cover, they will work within an identified subject area, supporting and learning from others, and developing their own pedagogy. Experience of building positive working relationships with young people and communicating with teachers to achieve positive outcomes for students is desirable but full training is provided.

This role will be well suited for candidates who are looking to start their career in teaching, as it will provide you with first hand exposure to working in a school setting.



# The Role

## **Job Description: Cover Supervisor**

**Responsible to:** Cover Manager

### **Purpose of the post:**

- To oversee pupil study when a teacher is unavailable eg. due to absence.

### **Professional Values and Practice:**

- Communicate effectively and professionally with all levels of staff, external organisations, pupils and parents.
- Understand the contribution that support staff and other professionals make.
- Contribute to and share responsibility in the corporate life of the school.

### **Main responsibilities and tasks:**

- Supervise pupils in lessons or examinations.
- Liaise with Head of Department and Line Manager as required.
- Explain cover work to pupils.
- Help pupils with the organisation of materials and their work.
- Collect in work or comply with any special instructions requested by the usual teacher.
- Ensure orderly lessons with a formal start and dismissal in line with school policy and procedures.
- Work within the school behaviour policy.
- Attend school trips when required including residential.

Comply with any other reasonable request from the Headteacher or Office Manager.

### **Results, Achievements, Standards**

- Support the policies and practices for School Administration which reflects the school's commitment to high achievement and effective teaching and learning.
- Support the shared understanding of the importance and role of the School Office in contributing to pupils' spiritual, moral, cultural, mental and physical development, and in preparing pupils for the opportunities, responsibilities and experiences of adult life.

## **Teaching and Learning**

- Support staff in their drive to raise standards of teaching and learning.

## **Student Development and Well Being**

- Contribute to a purposeful learning environment where learners feel safe, secure and confident.
- Support staff to manage learners' behaviour constructively and promote self-control and independence.
- Understand and participate in the contribution made by the pupils' understanding of the duties, opportunities and rights of citizens; how to recognise and deal with racial/homophobic stereotyping.
- Support the development of:
- Effective communication and engagement
- Young person development
- Safeguarding and promoting the welfare of the child
- Support transitions
- Multi-agency working
- Sharing information

## **Relationships with Parents, Schools and Community**

- Support the partnership with parents to involve them in their child's learning and support the provision of information about curriculum, attainment, progress and targets.
- Ensure the parental contact is friendly, supportive and professional.
- Ensure relationships with the wider community, other schools and external organisations is professional informative.

## **Learning and Growth**

- Managing own learning and performance.

## **School Development Plan Focus:**

- To action relevant aims of the School Development Plan in line with school strategies direction as indicated by the Line Manager.

## **Appraisal:**

- Participate in any arrangements within an agreed national framework for the appraisal of performance.



## Key Internal Relationships:

- Headteacher and Senior Leadership Team, teaching staff, support staff, pupils and students.

## Key External Relationships:

- Other relevant organisations, community partners, borough staff, other schools in and out of borough, parents, visitors to the school.

## Budget Responsibilities:

- N/A

## Health & Safety:

- Ensure health and safety and safeguarding regulations are observed at all times.

## Terms of Employment

### Time

Support staff do not have Directed Time within their hours. However staff may on occasion be asked to attend after school events and this is compensated for by their non-attendance at twilight Inset sessions.

### Undertaking other duties as may reasonably be expected

*NB This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment after consultations with the post holder.*

Agreed by: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_





# The Person

## Person Specification: Cover Supervisor

The following comprises the qualifications, personal qualities, skills and experience required to fulfil the duties as outlined in the job description.

ESSENTIAL	DESIRABLE
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### Qualifications and Experience

- GCSE grade C (or equivalent) or above in both English and Mathematics.
- Requirement to participate in training/development as/when identified by line manager as essential for the performance of the post.
- Willingness to participate in other development training opportunities.
- Have a good educational background.

- Education to degree level.
- Experience of working in a school environment.
- Have experience of dealing with children or young people.

### Personal Qualities and Skills

- Good literacy and numeracy skills.
- Highly motivated and enthusiastic.
- Ability to engage constructively with, and relate to, a wide range of young people from different backgrounds.
- The ability to motivate and enthuse students.
- The ability to work as a member of a team.
- Willingness to learn to effectively use Google classroom and related systems.
- High personal standards and the ability to motivate others to sustain those standards.
- A vision of the developments you would like to see in your subject in the future.
- Able to provide a stimulating learning environment.

- An understanding of the role that the department should play in the aims and ethos of the whole school.



## Our Future

We have embarked on a multi-million pound rebuild project which will dramatically change the school and give us the most up to date facilities in the local area. The whole process is expected to take 3.5 years, and the end result will be a modern, welcoming, sustainable school which will transform the learning environment for students and staff.

Building work is currently focused on the new Sports and Performing Arts block, and when that is complete, work will begin on the main teaching building. The new buildings will give us improved department organisation and increased usable outdoor space.

Take a look at our new build [Fly Through](#) to see more.

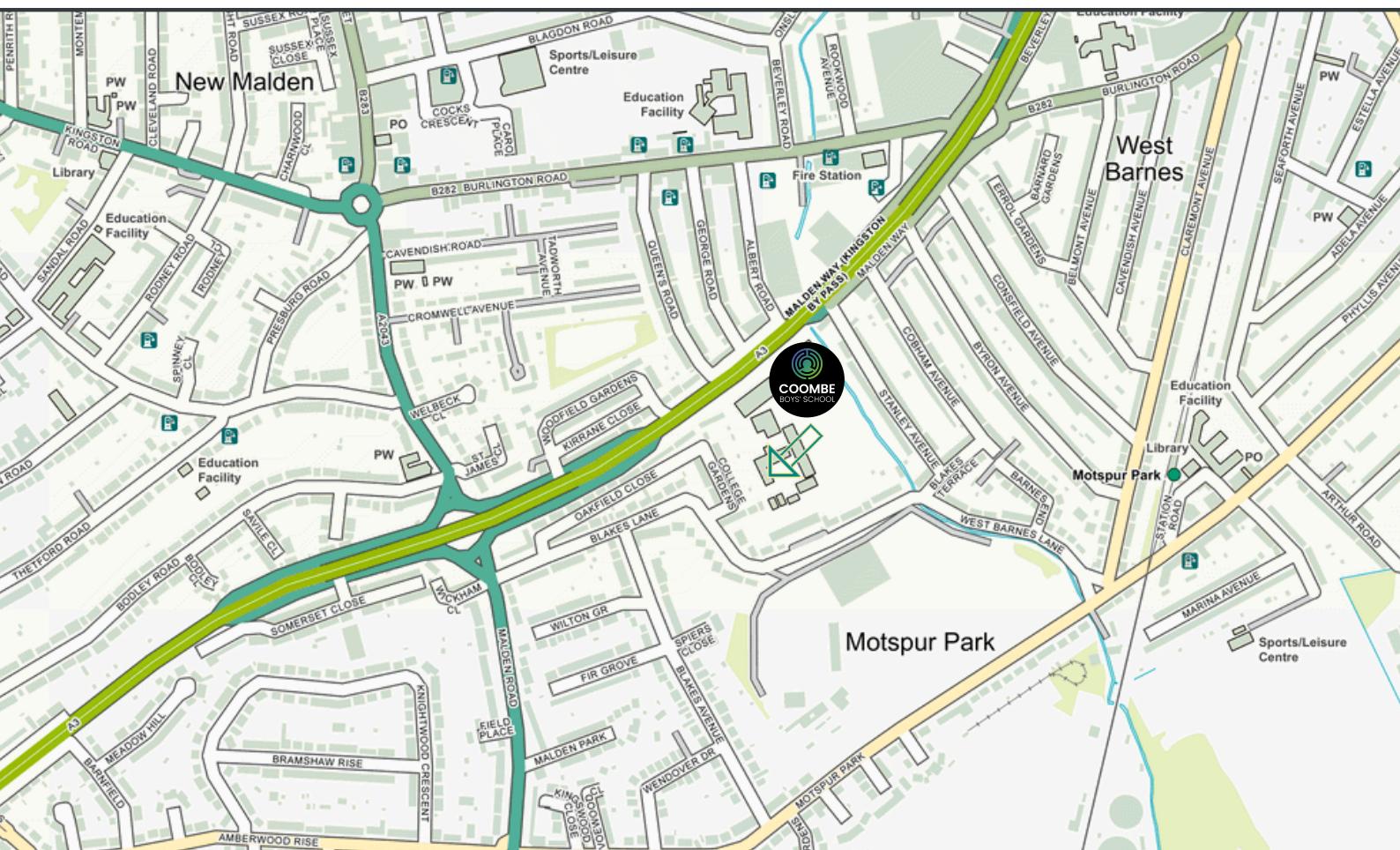


# Our Location

We are fortunate to be located in an area with excellent transport links, whether you are travelling by public transport or by car.

If driving, Coombe Boys' School can be found just off the A3 at the New Malden roundabout. We have staff parking on site.

When travelling by public transport we are located on a number of bus routes, and our closest train station is Motspur Park which gives direct access to Wimbledon (6 minutes) and Waterloo (25 minutes).



**Closest Train Station:** Motspur Park (12 minute walk), New Malden (22 minute walk)

**Bus Routes Close By:** 213 (Sutton to Kingston), K1 (New Malden to Kingston via Tolworth & Surbiton), K5 (Kingston to Morden), 131 (Kingston to Tooting), SL7 (Croydon to Heathrow, and more).

**Coombe Boys' School, College Gardens, New Malden, KT3 6NU**



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[www.coombeboysschool.org](http://www.coombeboysschool.org)

