



The  
Henrietta Barnett  
School

## Cover Supervisor

Zero-hours

From May / June 2026

Hourly rate: £14:00/hour

The Henrietta Barnett School is a high-performing state grammar school with approximately 800 girls aged 11-18 and was awarded Top State School of the Year 2025 for Academic Achievement by The Sunday Times Parent Power Guide. It is known for its warm, friendly environment and ethos. This role is part of the Support Staff Team. This role is part of the Support Staff Team. No minimum hours can be guaranteed.

### Job Description

The following gives an overview of the responsibilities of the role. The list is not exhaustive and will adapt in consultation with the post-holder as needs change:

#### Responsibilities and Tasks:

- Supervise and, where possible, support the students in their class work ensuring that the work set is undertaken with due regard to the time allocated
- Supervise the independent study of students in the school library or other areas either during lessons or at lunch / break times
- Liaise with teaching staff regarding work set in class, and with pastoral staff as appropriate
- Establish productive relationships with students and act as a role model
- Promote inclusion and acceptance of all students
- Be aware of, and comply with, all school policies and procedures, paying particular attention to those relating to Safeguarding, Health and Safety, Special Educational Needs, Positive Mental Health, Anti-Bullying, Data Protection and Behaviour Policy. Deal promptly with incidents in line with the school's established policies and encourage all students to take responsibility for their own behaviour. Report any concerns to the appropriate person
- Complete administrative work related to the above tasks
- Follow the school's Code of Conduct for Staff and promote positive values and attitudes
- Other reasonable tasks as directed by the Headteacher

### Person Specification

- Well qualified with a minimum of A levels and preferably a degree
- Experience and/or interest in teaching, community and youth, health or social work
- Ability to communicate with a wide range of people and a high level of literacy and ICT
- Ability to engage with, and relate to, a range of young people both individually and in groups
- Ability to work as part of a school team, within school procedures and processes
- Excellent time management skills and the ability to prioritise

The Learning Supervisor reports to the Director of Studies

### Safeguarding: recruitment

We have a duty of care to ensure the well-being of our students. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. As a school, we maintain the highest possible standards during our recruitment and interview processes. Applicants will undergo enhanced DBS and a range of other statutory and online checks. The Henrietta Barnett School values the diversity of our staff and students, and all of our staff are equally valued and respected. Only by doing this can we maintain the quality of the staff we recruit. It is the duty of any post-holder appointed to promote and safeguard the welfare of pupils at the school.

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**Salary: Zero-hours Hourly rate: £14.00 Term-time only**

For further information, and an application form, please see the School's website [www.hbschool.org.uk](http://www.hbschool.org.uk). Applications must be submitted on the application form and be accompanied by a letter detailing reasons for applying for the post and suitability for it, and sent to the School's My New Term portal.

The closing date is **Monday, 11<sup>th</sup> May 2026 at midday**. Please note that applications may be considered in order they are received.