



Bishop's Hatfield Girls' School

Headteacher: Mr A Wood BA (Oxon), PGCE, MBA, NPQH
Woods Avenue, Hatfield, Herts AL10 8NL T: 01707 275331

Email: admin@bishophatfield.herts.sch.uk Website: www.bishophatfield.herts.sch.uk

BHGS is a company limited by guarantee Company number: 07831507 Charity number: EW01517



Job title:	COVER SUPERVISOR
Salary:	Salary Scale H4 £26,717 - £27,983 (including fringe) Actual Salary for 32.5 hours pw, 39 weeks pa £20,073 - £21,024
Hours:	Up to 32.5 hours pw, part-time negotiable, term-time + one week
Responsible to:	Cover Manager
Contract:	Permanent, subject to successful probationary period

More than ever before, young people need support with their learning and development. We are seeking to recruit a Cover Supervisor to supervise groups of pupils in the temporary absence of their teachers. We are looking for an enthusiastic and imaginative individual to join a friendly and committed staff. We hope that you will share our vision for all members of our community to be able to 'achieve their potential and enjoy the journey'.

Your main duty will be to supervise classes during the absence of teachers. We have a clear system in place for ensuring that cover work is set for all classes and you will receive induction and training to support you in the role. When not covering lessons the postholder will support SEND pupils, supervise pupils outside the classroom and/or provide administrative support for the school. Applicants should have a genuine desire to support young people and ideally have some experience of working with children. Additionally, the ability to support pupils in the early stages of English language learning and/or to provide medical/first aid support would be an advantage.

Visitors tell us that our school is a friendly, lively and stimulating community where we emphasise the importance of the individual's contribution and take pleasure in sharing and celebrating achievement. They commend the good behaviour of the pupils and their thirst for knowledge. Bishop's is a diverse community that offers mutual support and encouragement and expects everyone within it to respect others' heritage, identity, religion and beliefs. We hope that the values, self-discipline and sense of personal worth that pupils gain here will be a support throughout their lives as British and Global Citizens. We welcome applications from BAME candidates or from other groups that are underrepresented in the UK education system. We are a single sex school but we encourage any gender to apply for staff posts.

Bishop's Hatfield Girls' School has around 950 pupils on roll including the Sixth Form. We are fully committed to our values of teamwork, respect, honesty, trust, kindness and ambition. The school successfully completed its most recent Ofsted inspection in December 2022 and was judged to continue to be Outstanding. We are not driven by Ofsted and our priorities lie in supporting our

"Pupils flourish and support each other to succeed"



pupils to develop their knowledge, skills and character through the 'Bishop's 360' model. The school has benefited from a total rebuild on the same site and enjoys excellent state of the art facilities. BHGS holds International School Status and is a Fairtrade School. Hatfield is within easy reach of London and other areas and the London Fringe Allowance is payable.

The school's Admissions' Code gives priority places to children of staff. We give high priority to staff development and staff are able to apply for our Professional Development Award which provides bursary payments to help finance CPD that goes beyond the school's usual training programme.

We take safeguarding of our students extremely seriously and an enhanced disclosure will be sought through the Disclosure and Barring Service as part of the school's pre-employment checks.

The salary advertised assumes the post holder is working 32.5 hours per week for 39 weeks per annum (total paid weeks 44.6 pa) and will be prorated for agreed hours.

Please see the job description for more detail.

Closing date for applications: by Friday 17th April 2026, 9am (we reserve the right to make an early appointment should a suitable candidate apply before this date)

Interview and assessment date: tbc

PLEASE COMPLETE APPLICATION FORM ON MY NEW TERM

An Equal Opportunities' Employer, Bishop's Hatfield Girls' School is committed to the protection and safety of its pupils and expects all staff to share this commitment.