

THE GREEN SCHOOL  
TRUST



# CANDIDATE PACK

Cover Supervisor

EXPANDING HEARTS AND MINDS

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Our intent is to provide an aspirational and enriching education, motivated by our Christian foundation to extend the love of God within a supportive, inclusive community, where each person is known, valued and enabled to flourish; to explore and develop their God given talents, to engage with the world of today and to build a resilient and visionary hope for tomorrow rooted in joy, integrity wisdom and compassion.

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***“ Your school houses some of the most kind, dedicated and committed staff I have ever met “ Teacher***



**THE GREEN SCHOOL  
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## INTRODUCTION

# A warm welcome from the CEO & Executive Headteacher

Dear Candidate,

Thank you for your interest in joining The Green School Trust.

We are proud to be a community of schools driven by a shared belief that every child deserves an exceptional education, rich in opportunity, ambition and care. At the heart of our Trust is a commitment to nurturing not only academic success, but also character, creativity and a lifelong love of learning.

Working within The Green School Trust means becoming part of a collaborative and supportive network of professionals who are passionate about making a difference. We value integrity, teamwork and innovation, and we invest in our staff through high-quality professional development and meaningful opportunities for growth.

Our schools serve diverse and vibrant communities, and we celebrate the individuality of every student and member of staff. We are looking for colleagues who share our high expectations, our inclusive ethos and our determination to ensure that every young person can succeed.

If you are considering applying, I encourage you to explore our values, visit our schools where possible, and reflect on how your skills and aspirations align with our mission. We are always excited to meet talented individuals who are ready to contribute positively to our Trust.

Thank you for considering The Green School Trust as the next step in your professional journey. We look forward to receiving your application.

Yours sincerely

Ms Heidi Swidenbank

CEO & Executive Headteacher The Green School Trust

# Cover Supervisor

## JOB DESCRIPTION

JOB TITLE:	Cover Supervisor
SCALE:	Scale 4 OLW
LINE MANAGER:	Assistant Headteacher, Teaching and Learning
LINE MANAGEMENT OF:	None
TEAM MEMBERSHIP:	Support Staff

### Main purpose of the post

- To cover absence of teachers in the classroom
- To ensure that students complete any work set by the teacher in a positive learning environment

### Outcomes

- To support students in their learning and personal growth so that they make the best possible progress
- To support other members of staff in ensuring that students with additional needs are appropriately supported and engaged in their learning and integrated into the school community

### Specific Responsibilities and tasks

- Cover short term absence of teachers by delivering work set and enabling students to follow instructions
- To ensure that the Code of Conduct is followed
- To supervise homework and after school activities
- Lunchtime supervision of students
- To maintain display boards around the school as required and support a positive learning
- To offer some ad-hoc administrative support where needed



# JOB DESCRIPTION CONTINUED

## General Responsibilities

- To support in the delivery of the Trust's provision across the Trust's schools as directed by CEO/ Executive Headteacher in line with the ethos of the Trust
- To uphold the staff Code of Conduct and ensure that personal and professional conduct is in line with the ethos of the Trust.
- To be aware of and to adhere to child protection policy and procedures.
- To be responsible for own continuing self-development, undertaking training as appropriate.
- To engage in the Trust's Appraisal process
- To undertake any other reasonable duties that may be required by the CEO/Executive Headteacher or Head of School

This job description is designed to outline the main duties and responsibility associated with the post but is not intended to be an exhaustive list of all duties performed. It may be subject to modification or amendment at any time after consultation between the post-holder and CEO/Executive Headteacher. These responsibilities are subject to the general duties and responsibilities contained within the statement of contract.

## Wider duties

- Undertake playground, corridor or lunch / break or before / after school duty supervision as directed.
- Provide first aid to pupils and staff in line with school procedures (training to be provided if required).
- Support wider school events, trips and activities including attending them.
- Be a first aider and fire marshall.
- Adhere to school policies, safeguarding procedures and statutory regulations

## Health & Safety

- Fulfil responsibilities under Health & Safety legislation and Trust policy.
- Implement any additional managerial health and safety responsibilities where applicable.

## Equality, Diversity and Inclusion

- Promote equality of opportunity for staff and pupils.
- Ensure services are delivered fairly and without discrimination.
- Develop personal and team understanding of equality and diversity issues.

## Safeguarding

- Promote and safeguard the welfare of children and young people.
- Maintain confidentiality in line with Trust procedures.
- Adhere to safeguarding and child protection policies. Maintain awareness of relevant legislation.

## Confidentiality

To maintain confidentiality at all times.

## Flexibility

This job description outlines the main responsibilities of the post. Staff may be located at either site depending on need.

In addition, the job description may be reviewed and amended in consultation with the post holder to reflect the changing needs of The Green School Trust.

All staff are required to comply with Trust policies and procedures.

# Cover Supervisor

<p><b>Person Specification</b></p> <p><b>Job Title:</b> Cover Supervisor</p> <p><b>Date:</b> September 2026</p>	
Criteria	Essential ( Unless Marked Desirable)
<p><b><u>Equal Opportunity</u></b></p>	<p>Awareness of the Trust’s role as a service provider and employer with regard to equal opportunities.</p>
<p><b><u>Job Related Knowledge/Aptitude/Skills</u></b></p> <p>Specific job knowledge necessary for the effective performance of the post.</p>	<ul style="list-style-type: none"> <li>● Basic ICT skills.</li> <li>● Knowledge of Arbor in particular of the Reporting, Assessment and Attendance modules would be an advantage (Desirable)</li> <li>● Experience of progress tracking systems (Desirable)</li> </ul>
<p><b><u>Experience</u></b></p> <p>The particular type and depth of experience necessary for the effective performance of the duties. (Relevant voluntary work experience should be considered).</p>	<ul style="list-style-type: none"> <li>● Ability to relate well to young people</li> <li>● An understanding of the role of professionals working in the school environment</li> <li>● Basic understanding of child development and learning</li> <li>● Tact and diplomacy in all interpersonal relationships with the public, students and colleagues at work</li> <li>● Evidence of good organisational skills</li> <li>● Good interpersonal skills</li> <li>● Good communication skills</li> <li>● Ability to write clear concise reports</li> <li>● Good IT and keyboard skills</li> <li>● Ability to work as part of a team</li> <li>● Ability to work with minimum supervision</li> <li>● Confident in speaking to an audience</li> <li>● Experience of working with students in a classroom environment (Desirable)</li> <li>● Experience of working with students for whom English is a second language (Desirable)</li> <li>● An understanding of the national curriculum (Desirable)</li> <li>● Ability to communicate effectively with parents and outside bodies (Desirable)</li> </ul>
<p><b><u>Education &amp; Qualifications</u></b></p> <p>Level of qualifications (if any) is necessary for the effective performance of the duties.</p>	<ul style="list-style-type: none"> <li>● GCSE or A Level grades that demonstrate proficiency in English/Maths</li> <li>● Whilst open to all applicants, this role might suit aspirant teachers, youth workers or associated professionals. (Desirable)</li> </ul>

# Cover Supervisor

<p><b><u>Personal Skills</u></b></p> <p>Skills which are most relevant to effective job performance.</p>	<ul style="list-style-type: none"> <li>• A commitment to helping students with special educational needs thrive in a mainstream school environment</li> <li>• A willingness to 'go the extra mile' for students</li> <li>• An openness to learning new skills and a willingness to undertake appropriate training</li> <li>• Flexible attitude in carrying out different types of work</li> <li>• Accuracy and attention to detail including quality and consistency</li> <li>• To believe in the importance of team work and a collaborative approach, and be able to build supportive working relationships with colleagues</li> <li>• Commitment to safeguard &amp; promote the welfare of children</li> <li>• Good timekeeping and organisational skills</li> <li>• Reliable and punctual</li> <li>• To have self-motivation and personal drive to complete tasks to the required timescales and quality standards</li> <li>• Be flexible to adapt to changing workload demands and new school challenges</li> <li>• To be interested in students as individuals, how they learn and be committed to the comprehensive ideal</li> </ul>
<p><b><u>Other Qualities</u></b></p> <p>(Only where relevant to effective job performance) e.g. physical, operational requirements or circumstances.</p>	<ul style="list-style-type: none"> <li>• Good punctuality and timekeeping</li> <li>• Enjoys working with young people</li> <li>• Good team worker</li> <li>• Well presented &amp; smartly dressed</li> <li>• Always seeking to improve processes</li> <li>• Enthusiastic, energetic and proactive</li> <li>• Flexibility and a willingness to support across the Trust</li> <li>• A willingness to take on any training required</li> <li>• Resilient and looks for solutions not problems</li> <li>• Enjoys responsibility</li> <li>• Enjoys working with people</li> </ul>

# Our Vision and Values



## Our vision

- To provide an excellent, aspirational, and enriching education for those of all faiths and none, where each member of our community is known, valued, safe and enabled to flourish
- Enable all members of our community to live life in all its fullness, explore and develop their God given talents and to celebrate their achievements, creativity, diversity and uniqueness
- Support our students to live hope filled lives in harmony with others, have a positive impact on society and prepare them well for their future pathways;
- Embrace our SERVICE values
- Empower our students and staff to let their light shine

## Our values

- SERVICE - we put others before ourselves with kindness
- EXCELLENCE - we have high standards for ourselves and others in all that we do
- RESPECT - we treat others how we would like to be treated
- VALUE - we recognise the unique worth of each other, ourselves and the environment and care for each accordingly
- INTEGRITY - we are honest and trustworthy
- COMMUNITY - we contribute, collaborate and make a positive difference to our school and the wider community
- EQUITY - we work to remove disadvantage, prejudice, bias and intolerance of any kind, and enable all to flourish

# School aims



This year we intend to build on restore, respond and reconnect. Our aim is to engage, enrich and enlighten

## ENGAGE

- Teachers are highly engaged with research and evidence based practice to deliver expert teaching that inspires and supports all learners to achieve
- Students and staff are actively engaged in fostering positive, healthy, safe relationships
- Students commit to their own academic and personal development and are enabled to flourish

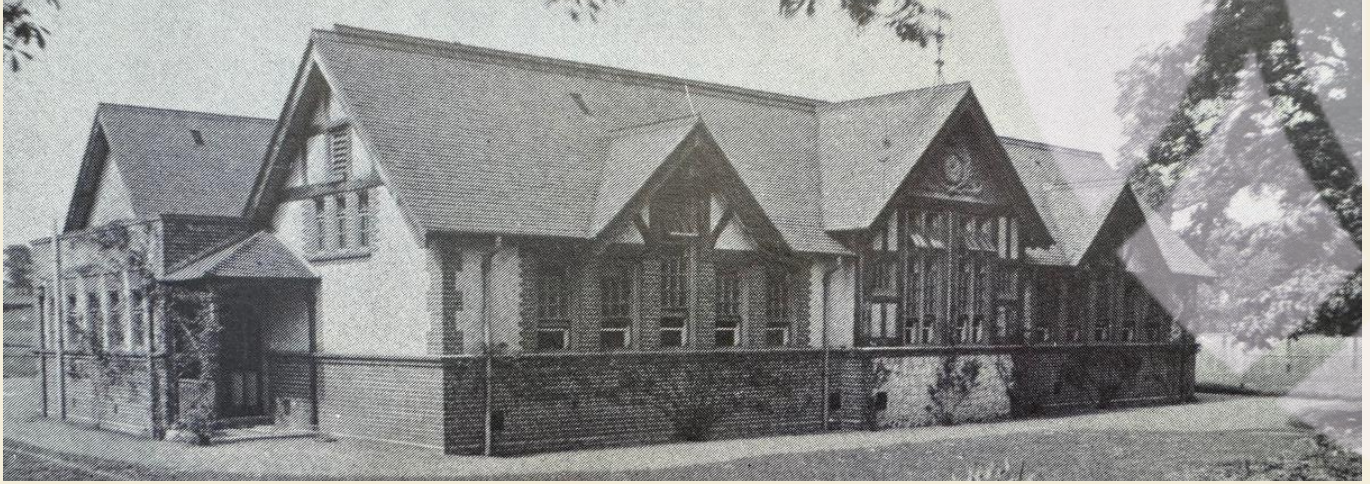
## ENRICH

- Staff build a deep, knowledge-rich curriculum embracing diversity, equity and equality
- Staff offer a broad and inclusive co-curricular provision to extend knowledge and skills beyond the classroom, in which students actively participate
- Student Leadership opportunities enable students to become inspirational role models making contributions to the school and to the wider community.

## ENLIGHTEN

- Students develop self-efficacy through their engagement and interactions with staff, peers and their own learning.
- Students grow in self-awareness, self-control and self-direction by recognising appropriate and safe behaviour in relationships and conduct as individuals and within student cohorts
- A safe and open forum is created to explore topical, current and difficult subject matter, which all members of the school community approach with tolerance and open mindedness.

# Our History



The Green School has a long history dating back to 1796 making us proud to be one of the oldest schools in the area. Originally a Sunday school, it was endowed by some of the more wealthy residents of Isleworth such as the Duchess of Northumberland in 1864, and operated as an elementary school until 1904 when the trustees decided to conduct it as The Green School for Girls.

In 1906 it moved to its current site at Busch Corner on land given by the Duke of Northumberland who owns Syon Park. Despite bomb damage during the Second World war, the original building has survived with new additional buildings to the East and West of the site. This includes the Art, Maths and Science block and new Sixth Form Building which was completed in 2019. In 2017, The Green School for Boys was opened at a site on the opposite side of Busch Corner, adjacent to Syon Park.

The school now operates as an academy trust incorporating both the boys and the girls school as well a co-educational sixth form which is located across both sites. The Green School continues to provide an excellent education for boys and girls from both Isleworth and the surrounding areas as it has done for centuries.

# Isleworth and the surrounding area

The Green School Trust benefits from superb location in South West London and is in close proximity to major transport links as well as historic buildings, ancient parkland, miles of riverside and a range of dining, shopping and entertainment venues.

## Transport

The schools are located within an 8 minute walk from Syon Lane station which is served by South West Trains and terminates at London Waterloo station. Other stations including Twickenham, Gunnersbury, Osterley and Boston Manor can all be accessed within a short bus ride. This connects the school to the Piccadilly Line, District Line and London Overground Services. By car it is possible to access both the M4 and Heathrow Airport within 15 minutes, the M25 within 20 minutes and central London within 30 minutes (outside of rush hour).

## Historic Parkland

The Green School for Boys is adjacent to Syon House and Park which boasts acres of parkland dating back 600 years. The school has views across this park making it a pleasant and tranquil place to work. Both schools are walking distance from the riverside walks of Old Isleworth and Brentford where you can pick up both the Thames Path and the Grand Union Canal walking routes.

There are numerous other sites of historic and natural interest in close proximity to the school including Boston Manor and Park, Gunnersbury Manor and Park, Kew Gardens, Richmond Park and Osterley House and Park.

## Dining, Shopping and Entertainment

The school is in close proximity to Hounslow Town Centre (2 miles), Richmond Town Centre (3 miles), Twickenham (4 miles), Kingston (6.5 miles) and Westfield White City (6.5 miles). These locations all boast a range of restaurants, cafes, pubs and bars as well as shops and cinemas. It is also less than a mile from the newly opened Brentford Riverside development which incorporates a range of independent businesses including shops, cafes, restaurants and will soon have a drive in cinema.

# Benefits of working at The Green School Trust



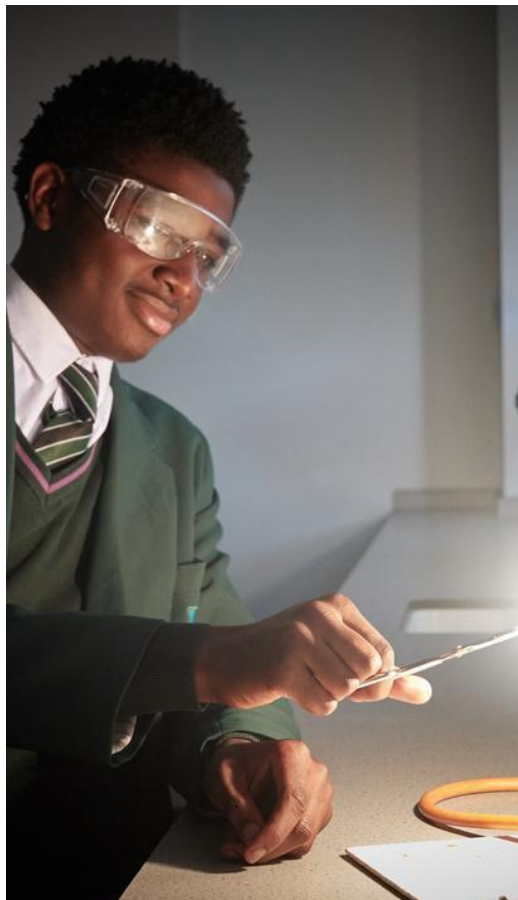
### We offer:

- an exciting opportunity to inspire students and ensure that they make exceptional progress when their teacher is absent
- structured professional development within the school and across the Trust
- a route into teacher training for interested and suitable candidates
- a focus on wellbeing and valuing staff as professionals and people
- an Employee Assistance Programme with Health Assured free to all staff
- a supportive family friendly ethos and flexible working
- a progressive IT learning environment with individual staff devices provided
- a two week October half term and early finish in the summer term
- An excellent location with Syon Lane main line (direct to central London) and good bus services to Richmond, Twickenham, Chiswick and Ealing on the doorstep

A full programme of support for all new staff is provided. CPD and the development of leadership skills is an important part of the school culture and candidates who wish to progress their careers are encouraged to apply. As a Church of England Trust we welcome applicants from all faiths or none but we do ask that applicants support the Christian ethos of our schools.

**Closing date for applications: Monday 29th June @ 9.00am**

**We reserved the right to interview before the closing date**



## CONTACT US

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