



COVER SUPERVISOR APPLICATION PACK

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Letter From the Headteacher

Dear Applicant

Thank you for your interest in the post of Cover Supervisor. This is an excellent opportunity for the right person to join Willowfield at an exciting time. You will find further information about the role attached to this letter.

It is my great pleasure to welcome you to Willowfield school.

Willowfield school exists to serve children. Children get one chance at education and it is our responsibility and privilege to ensure the educational experience for all children is rich and rewarding. Children come to Willowfield and are given excellent pastoral care, feel happy, are safe, experience an excellent curriculum and leave us ready to embrace their futures. We develop our children as confident, capable, curious and compassionate young people who are eager to embrace change and challenge.

Willowfield is very proud to have been serving our community; educating, and caring for children for over 100 years. Willowfield is a happy, oversubscribed and financially secure school doing great work – as was so clearly identified in the October 2021 OFSTED inspection. Such is our popularity that we are expanding over the next few years and have an exciting building project which will provide us with even more exemplary facilities.

Willowfield is characterised by great relationships, every member of our community is part of the Willowfield family. The school ethos and values are centred on developing our young people as great citizens and this infuses the whole curriculum and learning experience. We have a happy, dedicated, and excellent staff team who work tirelessly for our children. We have strong partnerships with local schools and colleges and are involved in many community projects.

We are a mixed 11 to 16 comprehensive school within the London Borough of Waltham Forest. Willowfield is a truly inclusive and international multicultural school. There are around 50 different languages spoken in the homes of our children. We serve a diverse community and are a committed equal opportunities employer.

I hope that this information is helpful but if you would like to find out more before applying, informal school visits are warmly welcomed and encouraged. To make an appointment please contact us on 0208 527 4065 or by e-mail at: recruitment@willowfield-school.co.uk. If you decide that you would like to take your interest further, then I look forward to reading your application. Applications consisting of a fully completed application form (CVs will not be accepted) and a covering letter should be submitted by noon on 21st June 2024. If you are successful in being selected for interview, references will be requested immediately. All applications will need to be sent to recruitment@willowfield-school.co.uk.

Candidates should note that as Willowfield School is committed to Safer Recruitment practices and procedures, online checks will be carried out on all applicants and shortlisted applicants will be questioned about their commitment to the safeguarding and promotion of the welfare of young people.

Yours faithfully,
Rebecca Linden
Headteacher

Vision, Values and Ethos

At the end of the Willowfield experience, we want our students to be able to compete with anyone, anywhere, professionally and personally, in the world that is their future.

- Our school is a safe, happy, exciting place - a vibrant learning hub at the heart of its community.
- We are driven by the belief that schools exist for children, our students are at the core of everything we do. We are committed to nurturing and challenging them, so they thrive and flourish, making great progress as learners and as people.
- Great lessons, complemented by enriching experiences beyond the classroom, challenge and inspire everyone to do the best they can. We are ambitious and aspirational, inspired by the belief that our students will achieve the most amazing things.
- We celebrate our wonderfully diverse school community and embrace the opportunities available in the greatest international city.



- Success at all levels is celebrated and we intervene immediately when students are not reaching the heights they should. Time is precious, a culture of healthy vigilance ensures we never overlook underachievement.
- Some students face significant barriers, but this is not used as an excuse for underachievement, we endeavour to understand and support so that these barriers are overcome.
- All members of staff are on their own learning journey and are committed to growing and nurturing all in the school community, thereby creating a great learning culture. We are reflective, outward facing professionals committed to continually improving the Willowfield experience.
- Everyone in the school is proud to be at Willowfield and work together to contribute to the great community that is Willowfield.
- Our young people develop into great citizens able to play a full, positive, and productive part in twenty-first century society



About the School

Willowfield is a happy, successful, expanding and oversubscribed mixed 11 to 16 community school.

Willowfield has been proudly serving the local community since 1903 and we are delighted to continue to provide a great learning experience for the young people of our community. Our vision is based on inspiring, challenging and supporting every student to be the best they can be.

Willowfield students build on their strengths and overcome their personal barriers, enabling them to compete with anyone, anywhere, as successful, confident, well-rounded citizens able to shape the future and make a difference.



*“ Pupils enjoy their
education at
Willowfield School. ”*

- Ofsted, 2021

We are proud to be a local community school that gives our students the best possible start in life. Our school community is amazingly diverse with more than 50 home languages spoken. Our inclusive ethos is characterised by a striking culture of mutual respect and support. We have strong partnerships with local schools and colleges and are involved in many community projects. Students from a wide range of backgrounds are welcomed and flourish within a safe and caring environment. We plan learning experiences that closely meet their needs and excite them. Their views on teaching and their learning are listened to, and we act on these to continuously improve our provision.

There is a broad and interesting extra-curricular programme on offer to all students. Students are encouraged to engage and explore, and our Artsmark Award reflects the range and quality of creative activities they can access. There are many opportunities to take on responsibility and we have an active student leadership team who play a real role in helping shape the direction of the school. Our partnerships with parents and carers are key to the happiness and success of our students. We value highly the support we receive from our parents and carers, and pride ourselves on the work we do with them to keep their children safe, happy and achieving well.



We celebrate success and ensure that parents and carers are kept informed about their child's progress throughout their time with us. Sometimes students need some additional support to flourish and manage themselves effectively and we are committed to working closely with students and their families to develop strategies to help them fulfil their potential, overcoming any challenges to their happiness, learning and progress.

“ Thank you Willowfield for going above and beyond to help my child – I see teachers at the gate every day and I know they care about my child. ”

- Parent



The school is in Walthamstow, a vibrant and diverse area in north east London in the London Borough of Waltham Forest. Historically Walthamstow was a rural village, but it grew rapidly during the 19th and 20th centuries due to the expansion of London's railway network. Today it is a bustling urban area with a rich culture and artistic scene as well as plenty of green spaces and local amenities. In recent years it has undergone significant redevelopment including the opening of a new cinema complex and the regeneration of several public spaces.

Transport links are excellent, with the school being just a few minutes' walk from Blackhorse Road Underground Station on the Victoria Line. This line runs from Brixton in south London to Walthamstow Central through four major transport hubs: Vauxhall, Victoria, Euston and Kings Cross. Blackhorse Road is also on the London Overground orbital railway.

Key Information

Status	Community School
Last Ofsted	October 2021
Ofsted Judgement	Good
Forms of Entry	7 forms of entry from 2021
Year Established	1903
Type of School	Comprehensive, coeducational
Local Authority	London Borough of Waltham Forest
Age Range	11 to 16
Number of Students on Roll	976
% of SEND Students	20%
% of EAL Students	35%
% FSM Students	27%



What People Say About Our School



“ I love that in the school there’s a lot of teachers who can help you at any time. Willowfield is a good school that gives us a good education, letting us get the grades we want. ”

- Year 11 student

"Leaders often go the extra mile to make sure that vulnerable pupils benefit from the opportunities provided by the school." - Ofsted, 2021

"Pupils behave well. Pupils know what is expected and follow the school’s rules. They move around the school calmly and sensibly." - Ofsted, 2021

"Willowfield is special because of the people in it. There are so many diverse individuals in this school." - Year 7 Student

"What strikes any visitor to Willowfield is the strong sense of community: the team-work of staff; the harmonious relationships between staff and students; the way younger and older students listen to one another’s views."

- Roy Blatchford CBE, 2019

"My teachers and my friends help me change myself for the good. Our school is very supportive of our needs."

- Year 11 Student



“ The school have been really welcoming and supportive and my child is happy which above all is what any parent wants for their child. ”

- Parent



Cover Supervisor Job Description

Reports to: Assistant Headteacher

Pay scale: S01 £35,577 – £36,567 (46.42 weeks per year) – Pro Rata (£31,674 - £32,555)

Disclosure level: Enhanced DBS with barred adult and child lists

Main Purposes of Job:

- To supervise whole classes during the absence of the class teacher, providing continuity of learning, managing student behaviour, and supporting learning

Main Tasks:

- The following list is typical of the level of duties which the postholder will be expected to perform. It is not exhaustive and other duties of a similar type and level may be required from time to time.

General

- Oversee the learning of students in a class when the regular teacher is not available
- Leading, supervising, and managing classes of students to complete work set by a teacher
- Monitor and evaluate student learning through observation, recording progress and concerns
- Manage a calm purposeful learning environment built upon mutual respect
- Manage student behaviour and deal promptly with student behaviour issues in line with school policy.
- Use IT effectively to support learning activities and take registers
- Liaise sensitively and effectively with parents/carers as agreed with the teacher
- Undertake activities as directed by the school, with whole classes, individuals or small groups of students.

Classroom Organisation

- Responsible for the organisation, classroom maintenance, setting out, clearing away and care of resources to create a purposeful and attractive learning environment.

Student Support

- Support students by responding to their individual needs and promote the inclusion and acceptance of all students in the classroom.
- Provide feedback to students in relation to progress and achievement.
- Carry out the work of a Learning Support Assistant if not required to provide cover for a lesson.
- Be a member of a year team and have shared responsibility with a teacher for a tutor group if required

School Support

- To follow the school policy documents and schemes of work and keep updated with school and National Curriculum documentation.
- To support teachers in selecting and preparing teaching resources that meet students' needs and interests.
- Under teachers' overall control, accept shared responsibility for the creation of a safe environment for students' within and outside the classroom and comply with the appropriate policies and procedures, reporting all concerns to an appropriate person.
- Under the supervision of the Head Teacher or other designated teachers, to invigilate internal and external examinations.
- To administer, assess and mark tests.
- To be a member of break and lunch duty teams
- To attend and participate in regular meetings and participate in training and other learning activities as required.

Safeguarding and wider role

- Be fully aware of safeguarding obligations and report any concerns immediately in line with school policy
- To undertake planned supervision of students' out of school hours learning activities and supervise students on visits and trips.
- To undertake first aid training and be a named first-aider if required to be so.
- To promote and implement the school's equal opportunities policies in all aspects of employment and service delivery.
- To actively follow and promote school policies and procedures.
- To assist with other duties within capabilities at the direction of the Headteacher.