



MILL HILL SCHOOL

The Ridgeway, Mill Hill, London NW7 1QS

INFORMATION ON THE POST OF COVER SUPERVISOR

A Cover Supervisor is required to work approximately 40 hours per week, during term-time only. The successful applicant will be expected to supervise classes when teachers are not available and to maintain a good working atmosphere, and to support House tutor periods preceding morning and afternoon school, as well as to undertake exam invigilation duties when required. Additional roles within the School may be available for the successful candidate, depending upon qualifications and experience. The School and all staff are committed to safeguarding the welfare of children. The School is registered with the DBS and successful applicants will be required to complete successfully the Disclosure procedure at the Enhanced level. Closing date for applications: Wednesday 22 February 2017.

SAFEGUARDING AND THE WELFARE OF CHILDREN

The Foundation and all its staff are fully committed to safeguarding the welfare of children. It is the responsibility of every employee of the Mill Hill School Foundation to promote and safeguard the welfare of children, to comply with the Foundation's Policy to Safeguard and Promote the Welfare of Children who are Pupils at the School, and to report to the Designated Person any concerns relating to the safeguarding and welfare of children. The Foundation has in place a safer recruitment policy which includes procedures designed to ensure that the health, safety and welfare of children are paramount considerations in the appointment of all members of staff.

THE SCHOOL

Founded in 1807, Mill Hill School is an independent co-educational boarding and day school with over 660 pupils aged between 13 and 18, of which 230 are in the Sixth Form. The School is one of four in the Mill Hill School Foundation, which comprises Pre-preparatory, Preparatory and Senior Schools as well as an on-site International School. We are situated in a magnificent 120-acre parkland site on the edge of the North London Green Belt, providing a wonderful environment in which to work. The School is very much a community, particularly given the central importance of boarding: we are unusual for a London school to be offering full and weekly boarding, with roughly 150 boarding pupils. We provide a dynamic and varied programme of activities for day and boarding pupils on Saturdays, including academic enrichment workshops and games matches. We are committed to the full induction of all new teaching and support staff as well as their on-going professional development.

The School is proud of its traditions but is also constantly seeking ways to develop and improve. From September 2012, as part of our current development, we introduced weekly boarding to complement our full boarding provision and moved to a five-day teaching week. These initiatives have proved popular, with a dynamic and varied programme of activities taking place on Saturdays, including academic enrichment workshops and games matches.

PERSON SPECIFICATION

The successful candidate will be able to demonstrate the following:

- Awareness, understanding and, ideally, experience of issues relating to safeguarding the health, welfare and safety of children
- High personal and professional standards
- Positive working relationships with colleagues and the ability to work as a member of a team
- Excellent time management, organisational and ICT skills
- Ability to take responsibility and to show initiative
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Motivation to work with children and young people
- Positive attitude to managing behaviour in the classroom