



COVER SUPERVISOR (TERM TIME, PERMANENT)

Candidate Information



THE POSITION

We have an exciting opportunity for a Cover Supervisor to join our wonderful team of staff and girls.

This is a new role at Durham High School. You will play a vital role in ensuring the smooth running of the school by supervising classes in the absence of the regular teacher.

You will be responsible for maintaining a positive learning environment, managing classroom behaviour, and delivering pre-prepared lesson plans to students across various subjects and age groups.

You will work across the whole school, 3 – 18 and will support with school trips and fixtures taking place during the school day.

The role would suit someone who enjoys working with children and values the diversity in role that this role brings. It would also be suitable for a graduate who is considering pursuing a career in teaching and would like to gain some experience before embarking on their training.





WHY WORK AT DURHAM HIGH SCHOOL?

- Durham High School is a fabulous family of staff and girls who strive for excellence in all we do.
- We are a group of highly qualified and enthusiastic teaching and support staff for who nurturing and developing girls is at the forefront of everything we do. The school comprises of Pre-Prep, Prep and Senior teaching staff, and a dedicated team of support staff including our Administration Team, Facilities Team, transport drivers and cleaners.
- You would be part of a community where girls are eager to learn, they are receptive, well behaved and engaged. Our staff enjoy teaching in small classes in well equipped spaces and a supportive environment.
- Our teaching groups are smaller than the maintained sector, typically beginning with Pre-Prep and Prep classes of between 10 pupils and 20 pupils, increasing to around a maximum of 24 pupils per class in Years 7-11. Depending on the subject, classes can average between 5 -14 at Sixth Form.
- Teachers and support staff are paid on the DHS pay scale and our school holidays are longer than those in the state sector, with a week in October, three weeks at Christmas and Easter, a week in February and May, and up to eight weeks in the Summer.
- A free school lunch each day is offered to all staff during term-time and staff rooms have complimentary tea, coffee and biscuits.
- Teaching staff are enrolled in the Durham High School Pension Scheme (Defined Contribution Scheme).
- Access to our onsite confidential counselling service
- Durham High School operates a fee reduction package of 50% for children of staff members.
- All staff have access to training opportunities for personal and professional development.



The girls at Durham High School were amongst the most enthusiastic and motivated we have met.

Good Schools Guide



OUR SCHOOL

Durham High School is a leading Independent Day School for girls aged 3 - 18. We were one of the first schools in the North East of England to take girls' education seriously and we are proud to continue that tradition today; we seek to develop the potential of every girl in all areas of life.

The school was founded in 1884 by the Church Schools' Company and in 1910 the school's governing body took over and formed an independent school. In the 1960s, Durham High School moved to its first purpose-built premises on the edge of the city adjacent to the new Durham University colleges. This began a period of building and expansion which continues to the present day.

Recent developments include a wonderful Nursery, a Science, ICT and Library block and most recently a new building incorporating classrooms for Mathematics and Geography with a purpose-built Performing Arts Suite and Music practice rooms.

Our Aims:

- To create a friendly, caring community based on Christian principles where every individual is valued
- To develop the potential of every girl in all areas of her life
- To encourage academic excellence and a life-long love of learning

Reputation and Exam results

Durham High School is consistently the best in County Durham for academic results and pastoral support. Classes are small and the pastoral care of pupils is given a very high priority. Our pupils consistently achieve some of the best results in the area at both GCSE and A Level.

In 2023, 71% of pupils achieved grades A*-B at A Level, which was significantly higher than national average of 52.7%. A third of all grades were A*-A, which is higher than both the North East average of 22% and the national average of 26.5%.

At GCSE, the proportion of top grades (9-7) was 59%, which is significantly higher than regional and national averages.

Scholarships and bursaries

We are keen to widen access as much as possible, with means-tested bursaries, including some free places, to enable as many girls as possible to attend the school from a wide area.

There are also academic scholarships available at 11+ and 16+ together with scholarships *in Music, Performing Arts and Sport*.



ISI INSPECTION REPORT

Durham High School was judged **'Excellent'** across all areas by the latest inspection carried out by the Independent Schools Inspectorate (ISI) in October 2022.

The school succeeded in fulfilling every standard examined during the Regulatory Compliance Inspection, where each standard is simply 'met' or 'not met': there is no evaluative judgement in the report beyond this.

This inspection includes the standards of the quality of education; the suitability of staff and those in contact with our pupils; the welfare of our young people and their moral, social and cultural development. We also met every requirement relating to the premises and the provision of information.

The key findings in the Educational Quality Inspection were:

The quality of the pupils' academic and other achievements is excellent.

- Pupils make excellent progress and achieve highly in both academic and other areas.
- Pupils' knowledge, skills and understanding are excellent across all

areas of learning.

- Pupils of all ages are excellent communicators who listen well and express themselves articulately both orally and in writing.
- Pupils demonstrate excellent study skills. Their attitudes to learning are outstanding and underpin the high levels of achievement throughout the school.

The quality of the pupils' personal development is excellent.

- Pupils display an extremely strong moral awareness and have a clear understanding of right and wrong.
- Pupils show outstanding levels of respect; they value diversity and demonstrate sensitivity and tolerance towards others.
- Pupils' social development is excellent; they collaborate extremely well in lessons and extracurricular activities.

The Pupils at Durham High School are enthusiastic and ambitious learners, with a genuine desire to succeed..

ISI Inspection Report, October 2022



THE ROLE OF COVER SUPERVISOR

Summary of Job Role	
Durham High School Aims: <p>To create a friendly, caring community based on Christian principles where every individual is valued To develop the potential of every girl in all areas of her life To encourage academic excellence and a life-long love of learning</p>	
Remuneration:	Durham High School Support Scale SS22 (£23,399.81)
Accountable to:	Deputy Head
Accountabilities	<p>Teaching and Learning</p> <ul style="list-style-type: none"> • Supervise pre-prepared activities and self-directed learning in the absence of the class teacher in order to enable continuity of learning • Provide support, guidance and encouragement to girls and manage classroom organisation during the cover lesson and in line with Durham High School's policies and practices • To create an orderly and purposeful environment in which students can complete the work set. • To provide in class individual or small group student support or complete administration duties when not required for cover during the working day. • To register girls in the absence of a classroom teacher. • Have clear and high expectations of girls attitudes and ensure that they are clear about how they should behave, following our Behaviour Policy • Have clear and high expectations of pupil learning and ensure that girls are clear about how they should present work and engage in learning following the work set by the class teacher • Develop an inclusive and supportive approach so that all girls feel welcome and supported in their learning. • To invigilate internal and external examinations when required. <p>Contribute to the all-round education that the school offers</p> <ul style="list-style-type: none"> • Contribute to the co-curricular programme. • Contribute to the outreach programme. • Accompany non residential trips and visits from Nursery to Upper Sixth • Accompany the girls swimming in Prep • Accompany the PE Department when they go on away fixtures that occur Monday – Friday.

Pupils flourish and develop high levels of self-confidence through the positive encouragement they receive from class teachers and other staff who provide individual support”





THE ROLE CONTINUED

Contribute to the corporate life of the school

- Uphold the school ethos and rules, taking due regard for professional standards and advice from senior staff.
- Take responsibility for the behaviour of pupils directly in your care and at other times if the situation warrants, apply school sanctions consistently.
- Take part in duties as may be reasonably directed by the school's leadership team.
- Contribute to the spiritual life of the school by attending Assembly and occasionally contributing to assemblies.
- Attend staff meetings.

General Admin Duties

- When not covering lessons or accompanying trips/ fixtures, you will be required to undertake Admin duties as delegated by the Senior Leadership Team.

Foster your own professional development

- Take part in Staff Induction, Professional Development and Annual Review, and INSET events. Undertake relevant CPD.
- Attend staff working groups to develop good practice.
- Ability to evaluate and improve own performance and to know when to seek help and support

Communicate with parents

- Communicate clearly and promptly (following the communication protocol) with parents if requested.

Promote the school

- Act as an advocate for the School both in and out of school.
- Contribute to marketing publications.
- Contribute to marketing events and Open Days.
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Understand the importance of safeguarding

- In line with our commitment to safeguarding, all members of staff have a duty of care towards Durham High School pupils and are expected to report any such concerns to the Designated Safeguarding Lead.
- Complete weekly break time and lunchtime duties as per the rota and Homework Club duties as allocated.

Contribute to the wider community

- Work in a manner that promotes and protects own health and safety, as well as that of other staff, pupils and visitors.

Any other reasonable task requested by the Headmistress



THE PERSON

Skills Required

- Highly effective communication skills which engage pupils, parents, carers, staff - Essential
- Ability to work well under pressure - Essential
- Teamwork: the ability to work collaboratively with others - Essential
- Communication skills: the ability to make points clearly and understand the views of others - Essential
- Self-management skills: the ability to plan time effectively and organise oneself well - Essential

Knowledge base

- Ability to work with minimum supervision - Essential
- Knowledge of and ability to operate within statutory requirements in an education including: Safeguarding, Health and Safety etc. - Essential
- Knowledge of SIMS and CPOMS - Desirable

Qualification/Attainment

- Good GCSE standard, including English and Maths at grade 5/C or above - Essential
- A Levels or NVQ Level 3 - Desirable
- Degree or equivalent - Desirable

Experience

- Experience of working outside of education - Desirable
- A proven track record of positive behaviour management - Desirable
- Experience of working with children of an age relevant to this post in an education setting - Desirable
- Experience of organising or participating in extra-curricular activities - Desirable
- Competent in the use of IT to support the duties of this role - Essential
- Experience of working as a cover teacher - Desirable

Attitude/approach

- Ability to enthuse children and adults - Essential
- Possess a positive attitude and approach to change and development - Essential
- Enjoy rising to the challenges inherent in a school environment - Essential
- Lifelong learner - Essential
- Ability to consistently provide a high quality, welcoming and supportive learning experience for all pupils. - Essential

SENIOR DEPARTMENT

In Senior Department, a broad, balanced curriculum equips girls with the skills and academic excellence necessary for adult life in the 21st century. We believe that success is best achieved through enjoyment.

Durham High School's reputation for academic success is wholly justified: as experts in the teaching of girls, we know how girls learn and provide an environment in which they can flourish.

Our Senior staff are dynamic and enthusiastic, and are indefatigable in their efforts to secure the best possible outcome for our girls. Our lessons are engaging and stimulating, fostering curiosity and the determination to succeed. We encourage girls to be aspirational. Our pastoral care is also exemplary; each girl feels secure as part of a happy and compassionate community and knows she is valued as an individual.

To broaden and develop the interests of each girl, we offer an extensive extra-curricular programme with activities to suit all. There are opportunities in sport, drama and art, among others, and we regularly see pupil success locally, regionally and nationally in these areas. Our numerous clubs also include astronomy, dance, journalism, photography and practical science. Residential and day trips, as well as international trips, are offered to each age group, to help to broaden horizons to new experiences.

A key characteristic of Durham High School is a feeling of community and being part of a family in which every girl is known and valued by her teachers. We strive to ensure that not only are girls looked-after, but that they also look after each other, learning to respect difference.

Pupil voice is also incredibly important, with School Council, Eco Council, our Interact Charity group and various leadership opportunities throughout Senior Department ensuring that girls have the opportunity to make a positive contribution to the school and wider community.

Regular whole school events encourage all girls to be fully involved in the life of the school, as well as broadening their friendships to include girls in other year groups. We create opportunities both in the classroom and beyond for girls.

While academic expectations are high and we are certainly proud of our results, careful and caring support from staff ensures that girls manage their work load while maintaining a healthy balance with their other activities.

Supporting and nurturing spiritual and moral values, and encouraging positive mental health and wellbeing is high on our agenda. Our Personal, Social Health, Careers, Citizenship and Economic Education (PSHCCE) programme enables girls to explore and debate the issues and challenges they will encounter in the modern world.





SIXTH FORM

We are proud of the vibrant, friendly community the Sixth Form at Durham High School provides, with its reputation for consistently outstanding achievement at A Level.

The caring, supportive environment ensures that all girls fulfil their academic potential, as well as developing the self-assurance, the moral framework and the leadership skills they will need in a challenging world.

The Sixth Form is sometimes taxing, but never dull, and will indubitably, be very rewarding and enjoyable. We are confident that studying in our Sixth Form provides two of the most enjoyable years of our pupils' school life, as well as the best possible preparation for university and beyond.

The Sixth Form is a close-knit community where girls can relax and enjoy the exclusive use of their common room, private study room and a diner. Each girl is assigned a Tutor who provides pastoral support and academic mentoring.

To complement their academic studies, our enrichment programme covers areas such as Democracy in Action, Astronomy and Life Skills. A programme of lectures is delivered by specialists in a range of fields.

There is extensive provision for extra-curricular activities and many of our Sixth Form participate in the Duke of Edinburgh's Award Scheme. Many

trips are on offer, both social and curriculum-based, with everything on offer from Christmas Shopping trips in a European city such as Paris, to a project-based expedition to a developing country such as Malawi or Vietnam.

Sixth Formers are encouraged to be involved in the life of the school and most undertake leadership roles or work with younger girls in the school, though After School Care or by supporting some of our many extra-curricular activities.

The learning environment is designed to enable girls to achieve their academic potential. Teaching groups are small and facilities are excellent. Our highly qualified teachers, who are all specialists in their subjects, are always available to offer individual advice and support.

Our Sixth Form team work closely with girls to provide advice and support at every stage of the university application process. Practice interviews are arranged with relevant professionals and extra lessons are provided for those who need to sit additional admissions tests such as UKCAT, BMAT, STEP and LNAT.

At the end of their studies, the majority of our pupils head to their first choice university, with many taking up places at prestigious Russell Group universities, or at Oxbridge.



HOW TO APPLY?

- Please complete the application form, available from the School's website, <https://www.dhsfg.org.uk/parents/vacancies/> and submit with a covering letter outlining your reasons for applying and why you will be a good fit for our school community.
- Your application should be addressed for the attention of the Headmistress and sent by email to : enquiries@dhsfg.org.uk.
- Closing date for applications: 9am on Wednesday 17 April 2024
- Interviews will be held between: Friday 19 - Friday 26 April 2024
- Opportunities to visit the school are available on Monday 15 and Tuesday 16 April. To book a visit please contact: enquiries@dhsfg.org.uk.

Safeguarding and Safer recruitment

Durham High School is committed to safeguarding and promoting the welfare of children. The successful applicant will be subject to an enhanced DBS disclosure .

In addition, as part of the shortlisting process, Durham High School will carry out an online search on the shortlisted candidates as part of its due diligence, as per The Government's 'Keeping Children Safe in Education ' document (September 2023) .

Equal Opportunities

The School is committed to the principles of equal opportunity, diversity and inclusion. We are committed to attracting and retaining the very best staff and ensuring that our staff body reflects the diversity of our students and local community.