

The Latymer School



Cover Supervisor



Welcome

Thank you for considering applying for the role of Cover Supervisor at The Latymer School, North London. We are seeking an exceptional candidate, who is eager to play a central role in reinforcing and developing the school's already strong position.

The Latymer School is a high achieving, selective grammar school with a great tradition of success. We aim to provide a first class education for all students. In the academic year 2023/24 our GCSE results were outstanding, with 39.3% of students achieving a grade 9, 66.7% achieving level 9/8, and 85.5% achieving level 9/8/7. At A Level 30.7% of grades were A*, 66.8% were A*/ A, and 86.3% were A*/ B. As in previous years, the majority went on to attend the country's top universities, and a large number were successful in their applications to Oxford or Cambridge.

As a school, we are clearly committed to developing pupils' intellectual abilities and celebrating academic achievement. However, the school prides itself on much more than its exam results. As our mission statement asserts, we aim to provide 'a first class liberal education', develop 'lively enquiring minds', and encourage students to 'achieve their full potential and show consideration for others'. Staff at Latymer foster an academic environment that takes students well beyond the classroom curriculum. We provide a plethora of exciting and worthwhile extra-curricular activities in areas as diverse as music, drama, sport, and chess. Although we expect applicants to demonstrate excellent subject knowledge, prospective applicants should not be daunted by the prospect of assisting high ability groups. If you would like to find out more about the School we will be happy to arrange a visit prior to applying. We look forward to welcoming you to our community and receiving your application for the post.

Maureen Cobbett, Headteacher.







The Curriculum

We are a selective grammar school for boys and girls aged 11 to 18. We aim to provide a broad and stimulating education and maintain the highest of standards within the formal curriculum. While an outstanding education is often regarded as a building block towards adulthood and future employment, we also believe that students should enjoy learning, and value the relationships they build throughout their years at Latymer.

Latymer is proud of its outstanding musical tradition, which still inspires a wide range of music making, mainly as an extra-curricular activity, today. Drama, sport and outdoor pursuits are also very strong. Our field centre in North Wales (Ysgol Latymer at Cwm Penmachno), owned by the Foundation, is used as a base for Outdoor pursuits and field courses in Year 7 and we take Year 9 to Conwy in North Wales and all

staff have the chance to accompany groups.

Our aim is to enable each pupil to develop his or her talents and interests to the full, while experiencing a broad and balanced curriculum throughout Years 7-11. Courses offered challenge pupils to develop insight and independence of thought through an active and problem-solving approach, which relates learning to the real world and values both sound learning and intellectual rigour. At GCSE students take 10 examination subjects.

In the Sixth Form pupils currently take 4 AS-levels in Year 12. Some pupils will continue with 4 subjects to A-level, but most will carry on with 3. The majority of Sixth Formers progress to study degree courses at universities, or other forms of Higher Education in Music, Drama, Art and other areas. We have a tradition of students attending the top UK universities, including Oxford and Cambridge.

Pastoral Care

Every teacher takes responsibility for a form group, and stays with their form throughout their time at the School. Form tutors build close relationships with the students in their form group, but they will also be supported by Heads and Assistant Heads of Year. We pride ourselves on the quality of care we give to our students, and recognise that being part of an academic grammar school community can often be challenging. In light of this, we ensure that we support those children who find the academic standard demanding, as well as extremely gifted children.

Library and Learning Resources Centre

The School Library is a vital resource for teaching throughout the School. Some 17,000 volumes (which are constantly reviewed, 'weeded', and replenished) are housed in the handsome setting of the Ashworth & War Memorial Libraries. There is also a wide selection of periodicals. We are proud of the number of students from all year groups who use the library before and after school, during the day, and at break and lunchtimes.

Computer facilities include three computer rooms for general use, and another in the Technology area. All staff are provided with a laptop and the school has a wireless network throughout. All classrooms are equipped with interactive whiteboards.



The House System

The House system is embedded in the traditions of the school and is one of its strengths. It provides the structure for much of the extra-curricular activity in the school. House loyalty is fostered by the House identity of the 6 Forms in each year (Ashworth, Dolbe, Keats, Lamb, Latymer, Wyatt). Staff are allocated to Houses and are Form Tutors to pupils in their own House. Much of the House activity is run by Senior Pupils, elected by their House, under the supervision of Senior House Staff. Tutors, and Year Heads, progress with their form from Year 7 to Year 11. Sixth Formers are in smaller pastoral groups with experienced tutors.

Ysgol Latymer Outdoor Pursuits Centre

In 1966 The Foundation purchased a former primary school in the village of Cwm Penmachno, within the Snowdonia National Park. Since that time, the building has been developed into a comfortable and well equipped centre accommodating one standard form group (32) and accompanying staff. Each year every Year 7 pupil has the opportunity to spend a week in Wales, taking part in a variety of outdoor activities. Our Year 9 pupils undertake a similar experience in Conwy, Anglesey. These include hill walking, orienteering, mountain cycling, climbing, abseiling, horse riding, canoeing, kayaking, rafting and swimming. Both staff and pupils alike cite visits to the centre amongst their most enjoyable and memorable experiences of Latymer School life.





Leadership and Governance



The Governing Body

Latymer's governing body is ultimately responsible for the performance of the School, setting its overall strategic direction and ensuring that the highest standards of education, safeguarding and financial probity are maintained. Our experienced and talented Governors bring to bear their considerable professional experience in business, finance, the law, information technology, and a range of other professions, to provide constructive support and challenge to the Headteacher and the Senior Leadership Team.

Further information about the governing body can be found on the school website.

Senior Leadership Team



Maureen Cobbett, BA French and German (Liverpool), NPQH, Headteacher. Maureen began her career as a languages teacher in a challenging state comprehensive school in Yorkshire. Having worked in a number of secondary schools in Northern England, she began her role as Head Teacher at The Latymer School in 2015.



Simon Pashley BSc Exercise and Sport Science (Exeter), Senior Assistant Headteacher (Care, Guidance and Support). Simon took up his first teaching job at The Latymer School in 2001 and has worked at Latymer ever since. Having worked in a number of roles, he is now responsible for pastoral care and safeguarding.



Neil Grassick, BA Geography (Liverpool), NPQH, Deputy Head (Curriculum). Neil has taught in 5 very contrasting schools over nearly 30 years. He has been at The Latymer School since 2015 and is responsible for the curriculum and timetable, as well as leading the Heads of Department.



Nicola Kelsall, BA English Literature (Manchester metropolitan) MA English Literature (UWE). Assistant Headteacher for Teaching and Learning. Nicola began her teaching career at Latymer in 2007 and has had various roles at the school including Head of Learning and more recently Head of English.



Chris Wakefield, BSc Economics (Loughborough), Deputy Head (Sixth Form). Chris has taught at The Latymer School since 1997. He has always been involved with sixth form pastoral care and progression, and in 2007 he became Deputy Headteacher with specific sixth form responsibility.



Oriana Cornejo Gutierrez, BSc International Relations - (Manchester University), MSc Latin American Politics (UCL). Assistant Headteacher for Behaviour. Oriana began her career as a Politics and Spanish teacher in 2013. Since then, she has carried out various middle leadership roles such as Head of Politics and Head of Year 12/13 in schools in North London, and she joins Latymer as Assistant Headteacher for Behaviour in September 2023.

Job Description





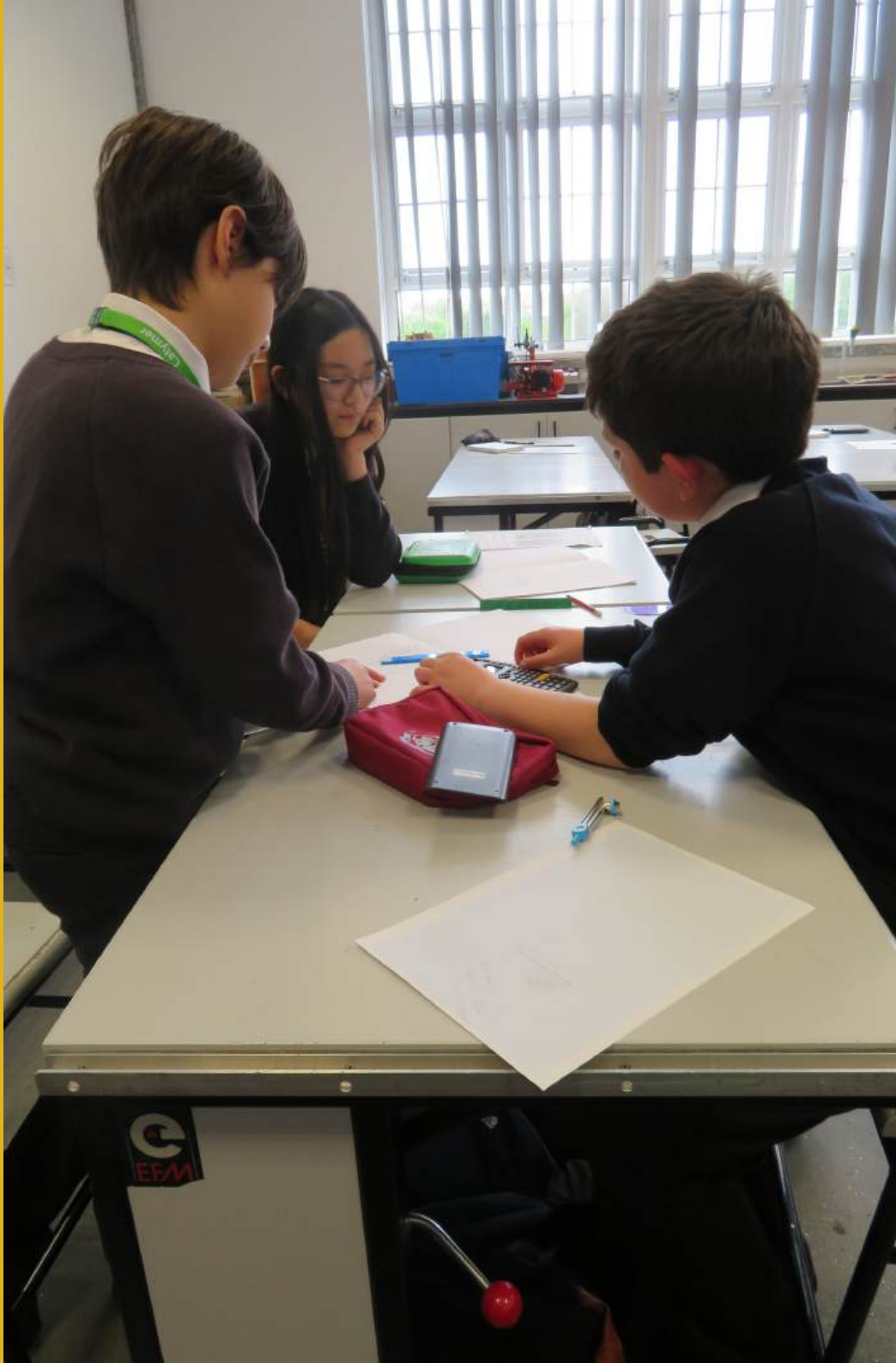
Purpose of Post

Cover supervisors will be required to supervise whole classes of students during the short-term absence of teachers. Their primary focus will be to maintain good order and to keep pupils on task. Cover supervisors will also need to assist pupils as they undertake activities set by teachers and respond to their questions.

Job Description

The Cover Supervisor will:

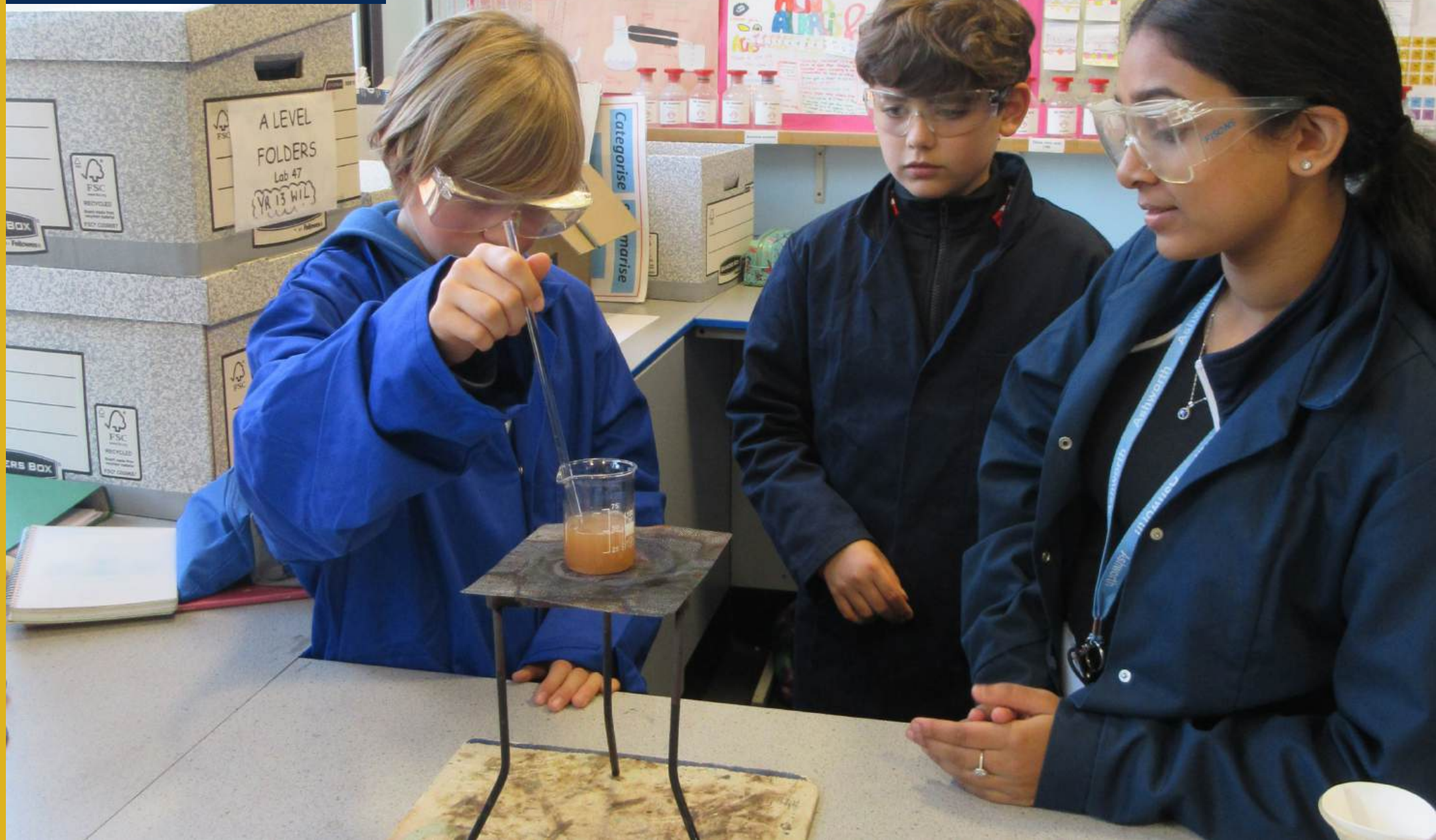
- Have up to date knowledge of the relevant legislation and guidance in relation to working with and the protection of children.
- Have good people skills and be able to relate to pupils as well as adults.
- Be a good communicator and have high level oral and writing skills.
- Be able to balance warmth and discipline as appropriate in order to motivate pupils to engage with the tasks set.
- Be enthusiastic, well organised, self-motivated and hard working.
- Show a willingness to contribute to the school's extra-curricular activities.
- Be prepared to attend in-service training sessions as appropriate.
- Have a working knowledge of IT applications and willingness to train in school specific programmes.



Job Description Continued

- Be responsible for a class of students in lesson time with due regard for the school's high expectations and work ethos.
- Be aware of, and comply with, policies and procedures relating to child protection, health, safety, confidentiality and data protection, reporting all concerns to the appropriate person.
- Establish productive relationships with pupils and act as a role model.
- Supervise and, where possible, support pupils in their class work ensuring that the work set by the teacher is undertaken with due regard to the time allocated.
- Liaise with teaching staff regarding work set in class, and pastoral staff as appropriate.
- Follow the school's behaviour policy in promoting positive values and attitudes, dealing promptly with incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour.
- Promote inclusion and acceptance of all pupils.
- Engage all pupils in activities and encourage them to work co-operatively with others where this is part of the lesson plan.
- Carry out additional administrative tasks, such as administering our lecture programme, liaising with departments, filing, and photocopying, as instructed by the co-ordinator of cover supervision.
- Monitor private study periods where required and report back to Heads of Learning regarding attendance.
- Invigilate public examinations as required.

The Person



We seek a graduate who is able to demonstrate the following qualities and experience:

Criteria	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> • GCSE Maths and English • Educated to A Level 	<ul style="list-style-type: none"> • Degree or Equivalent Qualification • Evidence of continuing professional development 	Application form and references.
Commitment to Safeguarding Children	<ul style="list-style-type: none"> • Displays commitment to the protection and safeguarding of children and young people • Values and respects the views and needs of children and young people 	<ul style="list-style-type: none"> • Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people 	Application form, references, and interview.
Experience	<ul style="list-style-type: none"> • Experience in the use of ICT 	<ul style="list-style-type: none"> • Previous work in a school, sixth form or college • Experience of using SIMS or similar 	Application form, references, and interview.

Criteria	Essential	Desirable	Method of Assessment
Special Aptitudes	<ul style="list-style-type: none"> • Commitment to improving student learning and raising achievement. • Enthusiasm to inspire in students a desire to learn. 		Application form, references, and interview.
Interpersonal Skills	<ul style="list-style-type: none"> • Good ICT, oral and written communication skills. • Ability to work effectively as part of a team. • Ability to work on own initiative. • Ability to take responsibility for planning own workload and commitments. • Ability to work under pressure and keep to deadlines. • Ability to be sensitive to the needs of others. • Ability to be supportive. • Professionalism. • Good record of attendance and punctuality. • Willingness to reflect upon his/her experiences in a critical and constructive manner. 		Application form, references, and interview.

Application and Appointment Process

How to apply

To find out more about The Latymer School please do take a look at the website at www.latymer.co.uk or contact the HR Administrator, Miss Walker (walkerK@latymer.co.uk) to arrange a visit or answer any of your questions.

If, after reading the information, you are interested in joining us please create an account at [mynewterm](#) and apply.

**Closing date for application is:
10am on Monday 6th January 2025**

We reserve the right to shortlist and interview strong candidates on receipt of application and make appointment to the post before the closing date.

