



MHS
Reigate

COVER TEACHER **CANDIDATE PACK**



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ABOUT MOON HALL

Moon Hall School is a leading independent day school in Reigate for bright dyslexic children aged 7-16. We are specialists in teaching pupils with specific learning differences and provide tailored education that nurtures confidence, creativity and academic success. We pride ourselves on:

- Outstanding pupil support and small class sizes
- A nurturing, warm and inclusive atmosphere
- Innovative teaching practices and a commitment to pupil wellbeing
- Nationally recognised leadership in dyslexia education
- A vibrant and growing school community with exciting future development - including sixth form, international centres and CPD training hubs

Moon Hall is not just a school - it is a movement to reshape the way we see learning differences.

MOON HALL INTRODUCTION



Moon Hall School's history started in 1985 when the school was set up by Mrs Berry Baker. Mrs Baker recognised that local schools were not able to provide an appropriate and positive environment for her eight-year-old dyslexic son. They did not have the knowledge required to help him and meet his specific learning needs; although a bright child, mainstream schools did not understand his learning style, and he had not responded well to their teaching methods or provision. Mrs Baker was already a qualified teacher and encouraged by a friend, also with a dyslexic child, she established a school in her own home, Moon Hall. Within four years she had twelve pupils, the maximum permitted for home teaching. With more applicants than places, a move was necessary. Mrs Baker and the other parents of the original Moon Hall students realised that the interests of the children would best be served if they could have all the skills of a specialist dyslexia school within mainstream education. Moon Hall School, Reigate is now well established on-site at Burys Court and provides a full GCSE curriculum together with a wide range of sporting and other activities. Since the first lessons at the kitchen table, our ethos and values remain and over 1000 children have benefitted from a Moon Hall education. Our remit is to provide the environment, understanding and strategies to equip bright children with the confidence and ability to overcome the barriers they will face.

OUR AIMS AND ETHOS

Moon Hall School, Reigate provides a supportive school environment for dyslexic children where expectations for diligence and achievement are high. We enable our pupils to take full advantage of their intellect and talents by learning how to manage their dyslexia.

OUR VALUES

Our ethos is underpinned by the basic values of: Tolerance Courage Respect Resilience Integrity. We practise and teach our pupils these values as well as those of democracy, diversity and equal opportunity. We welcome pupils of all religions and of none. We know that in the right environment, with the right support and encouragement, all our pupils are capable of achieving their potential, both in their personal development and academically. Our pupils are girls and boys, aged 7-16, from many of the Southeast counties. The pupils are encouraged to embrace their wonderful and often creative way of thinking and celebrate – not fear – their dyslexia. Our school's primary purpose is to educate and support our pupils and to ensure their wellbeing. We can only achieve these objectives for our pupils with highly committed, professional staff. We aim to work as a collegiate organisation with mutual respect for and reliance on, the contribution made by each other. Our staff have the knowledge and expertise to help our pupils succeed and excel in the learning environment that we provide. As a school, we understand the difference and know how to make a difference.



JOB TITLE: Cover Teacher

RESPONSIBLE TO: Deputy Head Academic /
Headteacher

Contract: Permanent, Term Time Only

Hours: Full-time preferred; part-time applications may be considered

Salary: M1-M6 + Fringe Allowance, dependent on experience

Qualification: Qualified Teacher Status (QTS) essential

The Role

We are seeking an enthusiastic, flexible and skilled Cover Teacher to join our teaching team. The successful candidate will provide high-quality teaching and supervision when colleagues are absent, ensuring that pupils experience continuity in their learning and that established classroom routines and expectations are maintained.

Unlike a traditional cover supervisor role, this position requires a qualified teacher who is confident working across different subjects and year groups and who can actively support pupils' learning rather than simply supervise pre-set work.

We would ideally appoint someone on a full-time basis, as continuity and familiarity with our pupils are particularly important within our specialist setting. However, applications from candidates seeking part-time employment may also be considered.



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Key Responsibilities

The Cover Teacher will:

- Provide effective classroom teaching and cover for absent teachers across the school.
- Deliver work and lesson activities provided by subject teachers, adapting delivery where appropriate to ensure pupils can access the learning.
- Provide clear explanations, guidance and support to pupils during lessons.
- Maintain high expectations for pupil engagement, behaviour and learning.
- Develop positive, professional relationships with pupils so that cover lessons remain purposeful, calm and productive.
- Become familiar with individual pupils' learning needs, strategies and reasonable adjustments.
- Use appropriate dyslexia-friendly teaching strategies and support pupils with associated needs including ADHD, autism and other learning differences.
- Provide appropriate feedback to the substantive teacher regarding learning, behaviour and any work completed.
- Follow departmental schemes of work, resources and teacher instructions wherever these have been provided.
- Where necessary, plan suitable learning activities when work has not been provided.
- Support pupils to develop independence, resilience and confidence as learners.
- Provide additional classroom or academic support when cover is not required.
- Undertake small-group teaching, intervention or individual academic support where appropriate.
- Support school activities, enrichment, trips, examinations and other duties where required.
- Contribute positively to the wider life of the school.



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Teaching and Learning

The successful candidate will be expected to:

- Demonstrate consistently strong classroom practice.
- Adapt teaching to meet a range of learning needs.
- Present information clearly and in manageable stages.
- Check pupils' understanding and respond appropriately when pupils require additional explanation.
- Use visual, practical and multisensory approaches where these support learning.
- Understand that pupils with dyslexia may have significant strengths alongside areas of difficulty.
- Promote positive attitudes towards learning and encourage pupils to recognise their own strengths.
- Ensure pupils are appropriately challenged as well as supported.

Pastoral Responsibilities

All teachers at Moon Hall have an important pastoral role.

The Cover Teacher will:

- Promote the welfare, confidence and wellbeing of pupils.
- Establish warm but appropriately professional relationships with pupils.
- Follow the school's behaviour, pastoral and safeguarding procedures.
- Recognise when a pupil may require additional pastoral or SEND support and communicate concerns appropriately.
- Promote the school's values and expectations throughout the school day.



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Safeguarding

Moon Hall School is committed to safeguarding and promoting the welfare of children and young people.

The postholder must:

- Understand that safeguarding is everyone's responsibility.
- Follow all school safeguarding and child protection policies and procedures.
- Complete all required safeguarding training.
- Report concerns promptly to the Designated Safeguarding Lead or appropriate member of staff.
- Maintain appropriate professional boundaries with pupils at all times.

The successful applicant will be subject to the school's safer recruitment procedures, including an enhanced DBS check, satisfactory references and other statutory pre-employment checks.

Person Specification

Essential

The successful candidate will:

- Hold **Qualified Teacher Status (QTS)**.
- Have experience of teaching children or young people.
- Be an effective and confident classroom practitioner.
- Be able to establish positive relationships with pupils quickly.
- Have strong classroom and behaviour-management skills.
- Be flexible and comfortable teaching or supervising across different subjects and age groups.
- Be able to adapt explanations and resources to meet individual learning needs.
- Have high expectations of pupils and a commitment to helping every pupil succeed.
- Be organised, dependable and able to respond positively when arrangements change at short notice.
- Communicate effectively with teaching, pastoral and support colleagues.
- Demonstrate a strong commitment to safeguarding and pupil wellbeing.
- Be willing to contribute to the wider life of the school.



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Desirable

It would be advantageous to have:

- Experience of working within a specialist SEND setting.
- Experience supporting pupils with dyslexia.
- Knowledge or experience of ADHD, autism or other neurodivergent profiles.
- Experience teaching across more than one subject or Key Stage.
- Experience of intervention or small-group teaching.
- An understanding of dyslexia-friendly and inclusive classroom practice.

The Person We Are Looking For

This role would suit a teacher who enjoys variety and building relationships across the whole school. We are particularly looking for someone who is:

- Calm and confident.
- Warm and approachable.
- Flexible and adaptable.
- Reliable and organised.
- Comfortable stepping into different classrooms and subjects.
- Able to quickly establish clear expectations.
- Positive about neurodiversity.
- Willing to learn about individual pupils and the strategies that enable them to succeed.

Above all, we are looking for someone who understands that effective cover is about much more than supervising a classroom. The successful candidate will provide consistency, reassurance and high-quality teaching so that learning continues effectively when a pupil's usual teacher is unavailable.





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Candidate Requirements

Every staff member has a legal duty to take reasonable care of their own health & safety at work as well as for the health and safety of others who might be affected by their actions and omissions in the work situation.

The post holder will be expected to co-operate with management in pursuance of the Trusts health and safety policies and procedures and will be required to complete all necessary and instructed training.

This Job Description is not exhaustive and may be subject to change as the school's needs develop or change. The post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Chief Operating Officer, Head of Operations and Estates or Headteacher to ensure the smooth running of the school. This job description may be reviewed annually and it may be modified or amended at any time during the year, after consultation with the post holder.

Safeguarding

Moon Hall School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Moon Hall School recognises and is committed to ensuring applicants and employees from all sections of the community are treated equally regardless of race, gender, disability, age, sexual orientation, religion or belief, gender reassignment, marital and civil partnership status, or pregnancy and maternity. We welcome applications from all sections of the community. All appointments are subject to safer recruitment checks.

START DATE: TO BE AGREED

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Apply Now



General Requirements

This post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are 'spent' unless they are 'protected' under the DBS filtering rules) in order to assess their suitability to work with children.

Moon Hall School exists to provide a quality all round education for pupils aged 7 – 16 and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates must be prepared to undergo child protection screening and an Enhanced DBS check.

You will be required to provide proof of your identity, right to work in the UK and qualifications during the selection process. We may seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview. We may also carry out online searches for shortlisted candidates.

