



**NOTRE DAME HIGH SCHOOL**  
**11-18 Mixed Catholic Comprehensive School**  
**FULWOOD ROAD, SHEFFIELD, S10 3BT**  
**Tel: 0114 2302536 Fax: 0114 2308833**

We are looking to appoint to the following post as soon as possible:

**Cover Supervisor**

**22.5 hours (3 days) per week/term-time only/permanent**

Being available on a casual basis for the other two days per week would be an advantage, but is not essential.

**Grade 4: £24,294 per annum pro rata with performance management progression to £26,421 per annum pro rata (actual starting salary £12,055 per annum with under 5 years' service)**

A Cover Supervisor is a special kind of person who needs to be multi-talented, adaptable and flexible!

The post mainly involves covering classes for absent teachers, supervising students during the students' breaks and being available to listen to and support students. Cover Supervisors will, when lesson cover is not required, work with subject departments to support them with in class support and with a range of administrative tasks.

Training and support, especially with covering classes, will be provided, however candidates should feel comfortable working with, and being in charge of, students.

We are particularly keen to reflect the diverse nature of our student community in our staff; we welcome applications from all qualified applicants and strongly believe that diversity in all its forms delivers greater impact to our whole school community.

For further details and an application pack please visit [www.notredame-high.co.uk/uncategorized/current-vacancies](http://www.notredame-high.co.uk/uncategorized/current-vacancies) or e-mail [recruitment@notredame-high.co.uk](mailto:recruitment@notredame-high.co.uk)

Completed application forms and Consent to Obtain References forms should be sent to [recruitment@notredame-high.co.uk](mailto:recruitment@notredame-high.co.uk) by the closing date below.

**Closing date: 9am on Tuesday 22<sup>nd</sup> October 2024**  
**Interview date to be confirmed.**

*Notre Dame High School is committed to safeguarding and promoting the welfare of children & young people and expects all staff to share this commitment. The successful applicant will be required to complete an Enhanced DBS Disclosure. In addition, this post is exempt from the Rehabilitation of Offenders Act and a self-disclosure is required for applicants shortlisted for interview.*