



COVER SUPERVISOR

Reports to: Governors, Principal, Assistant Head (Cover)

Contract: Permanent, Part Time, Term Time Only

Hours: 32.50 hours per week, 8:30am to 3:30pm Monday to Friday (4 days considered)

Pay: Grade 6, Point 15 of the NJC Local Government Pay Scale (£23,953 FTE)

Closing Date: Monday 26th September 2022 at 9am

Required immediately, we are seeking to recruit a reliable and confident Cover Supervisor, with a flexible attitude, to supervise lessons when teachers are absent. The position will be working in the classroom to deliver pre-prepared lessons for the short term planned or unplanned absence of a teacher, taking registration and actively supervising lessons. Cover work will have been set by the absent teacher or the appropriate Head of Department. This would be invaluable experience for anyone wishing to go on and study for a PGCE.

The candidate will contribute to the safeguarding and promotion of the welfare and personal care of the children and young people with regard to the Keeping Children Safe in Education (KCSIE) guidelines and Area Child Protection Procedures.

WE ARE LOOKING FOR THE FOLLOWING SKILLS AND QUALITIES:

- Active supervision of work, giving students clear instructions to remain on task and responding to any queries
- The ability to communicate effectively with students to keep them engaged in cover lessons and to manage behaviour in line with school policies, promoting positive behaviour
- Effective organisational and time management skills and the ability to be highly flexible in a busy school environment
- Good Literacy, Numeracy and communication skills to support and include all students

WE CAN OFFER YOU:

- Support from other Cover Supervisors and an Assistant Headteacher
- Hardworking and engaging students
- Local Government Pension Scheme
- Employee benefits including an Employee Assistance Programme & Cycle to Work scheme
- Free onsite parking