Ref: CRE/SRO

May 2023

Dear Candidate

**Vacancy: Cover Supervisor** (for September 2023)

Thank you for taking an interest in the post of Cover Supervisor. We are looking for someone who can provide effective support to students in the classroom in the absence of a member of teaching staff.

The post is an exciting and challenging one.  You will be expected to show initiative and adopt a flexible approach to your work.  We are looking for someone who is dedicated and hardworking, and someone who enjoys, even relishes, a school environment.

In return you will get to work in a fantastic Academy, populated by bright and enthusiastic young people.  The staff will make you welcome and will support you.  I would urge you to have a look at our web site which will give you a flavour of what we do and what we care about.

If, after reading this letter and the information about the academy, you would like to join us please complete the application form and submit a letter of application of no more than 2 sides of A4.  In it you should address this question;

**Why you want to be the** **Cover Supervisor** **at Clayton Hall Academy and the qualities you have that make you the ideal candidate for this position.**

The closing date for applications is 9.00am Monday 5th May with interviews taking place the week commencing 12th May 23 . I look forward to hearing from you.

Yours sincerely

Mrs C Reid

Principal