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**BODMIN COLLEGE**

**COVER SUPERVISOR**

**ADDITIONAL INFORMATION**

This information is to be read alongside the Cover Supervisor Job Description:

The role of Cover Supervisor is an ideal post in order to progress to other educational roles such as TA, HLTA or in preparation to undertake Initial Teacher Training such as a PGCE or, alternatively, would suit someone at the other end of their career, allowing them to share their relevant skills, experience and knowledge.

You will work under the direction of the Cover & Transport Co-ordinator who will liaise with you on a regular basis to ensure the cover classes run smoothly without any issues.

As a family friendly employer, we would encourage applications from those seeking either a full time or part time role. A full time role is 31 hours per week over five days. Hours and working days for those seeking a part time role can be agreed with the successful applicant on appointment.

Full support and training will be provided prior to covering classes on your own.

At the start of every day, your Line Manager will provide you with your class lists for the day to ensure you have everything you need to cover those classes with additional support from your Line Manager and the Senior Leadership Team if required.

Once you become established in your Cover Supervisor role, you can also request to have extra training if you wish, this can be on Class Behaviour and Management, First Aid Training, Student Attendance (Admin) training and anything else you feel would be relevant to your role.

There will also be ample opportunity to attend some school trips if this is something that you wish to do.

If you are looking for an interesting and varied role where no two days are ever the same then this is the perfect job for you!

January 2023