

Our ref: CDC/SHA

October 2021



Dear Applicant

**Cover Supervisor – Grade E - Pt 12 – 15; £19,895 - £20,903 pro rata per annum gross**

Our November 2018 Ofsted report graded our Academy as 'Good'. Thank you for your interest in this permanent post - we hope to appoint for November / December 2021. We are seeking an enthusiastic and competent individual to join our team.

**You will:**

- be able to demonstrate effective verbal and written communication skills;
- have a GCSE Grade C in English and Maths (or equivalent);
- be able to build good working relationships with all members of the school community.

You will support teaching staff by providing classroom cover, implementing set work, monitoring students and reporting on progress during short term teacher absence and responding to changes brought about during the pandemic. This could include supporting colleagues in the delivery of lessons online. Other duties may involve administrative / technical support, examination supervision, tutor group responsibilities and accompanying school trips. Experience of working in a school environment is desirable.

The post is for 39 term time weeks per year and 35 hours per week. The actual salary will be in the range £15,971 - £16,780 gross per annum. The hours of attendance will be 8.00am to 4.00pm daily – these timings include an entitlement to a morning and lunch time unpaid break totalling one hour every day.

In this pack please find - the job description, person specification and the application form. You will find additional information about our school on our website - [www.chantryacademy.org](http://www.chantryacademy.org)

Applications close on Thursday, 21 October 2021, at 9.00am and interviews are scheduled for the week beginning 1 November 2021.

We look forward to hearing from you.

Best wishes for your future.

Yours sincerely

**C D'Cunha**

C D'Cunha  
Executive Headteacher

**Chantry Academy**

**Executive Headteacher: Mr C D'Cunha**

**Head of School: Mr R Hanson**

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