



**NEW COLLEGE LEICESTER**  
**Glenfield Road**  
**Leicester**  
**LE3 6DN**



## **COVER SUPERVISOR**

We are looking for an enthusiastic, flexible and motivated person to supervise prepared lessons in the absence of a class teacher, ensuring that in doing so the students' learning and development is continued and maintained.

The Cover Supervisor will:

- Supervise the whole class to undertake work/activities that have been set by teachers in accordance with the college policy, including introducing and closing the class
- Take the register in accordance with the college procedures
- To ensure work set by teachers is completed
- Manage the behaviour of students whilst undertaking cover supervision to ensure a conclusive learning environment
- To ensure Health and Safety regulations are adhered to
- To adhere to and promote the ethos, aims, policies and practices of the College

The post is for 30 hours per week, 39 weeks per year (term-time).

Salary: Scale 4 – Points 7-10 (£13,992 - £15,145 p.a. – actual salary)

Working hours are 8.45 am – 3.15 pm Monday to Friday

**Closing Date for Applications: Monday 31<sup>st</sup> January 2022 – 12 pm.**

**For further details and an application pack please contact Lynn Dawson, HR/Admin Manager on 0116 231 8501 or email: [ldawson@newcollege.leicester.sch.uk](mailto:ldawson@newcollege.leicester.sch.uk)**

You can also download all the information from our website at

[www.newcollege.leicester.sch.uk](http://www.newcollege.leicester.sch.uk)

*New College Leicester is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.*



Whole  
Education

