



COVER SUPERVISOR ONSLow ST AUDREY'S SCHOOL

Permanent, Term Time, plus INSET days, 32.50 hours per week

Monday – Friday 8.30am – 3.30pm

H4.6, starting salary of £19,699 + £626 fringe allowance FTE (pro rata)

Actual salary including fringe allowance: £15,222.81 per annum

Required for November 2021

We are seeking to appoint an enthusiastic and motivated Cover Supervisor to join our existing team of committed and skilled support staff. The successful candidate will be confident in managing the behaviour of students whilst undertaking this work to ensure a purposeful and positive teaching and learning environment. This is a fantastic opportunity to join our existing support staff at OSA.

Prospective candidates are encouraged to arrange a visit to the school and submit their application as soon as possible as we reserve the right to close the advert should we feel able to appoint an appropriate candidate.

We would like you to have:

- A commitment to the safeguarding of children
- Excellent organisational and time management skills
- The ability to work in a secondary school environment as part of a team
- Minimum of A Level (or equivalent)
- GCSEs grade C or above in English, Mathematics and Science
- A willingness to be adaptable and flexible with a good sense of humour
- A willingness to undergo training
- Strong ICT skills to support teaching and learning, including knowledge of Microsoft Office and experience of office technology
- Ability to manage whole groups of students within a classroom setting and motivate them to ensure they are using their independent study time effectively
- Be able to support students with their time management and monitor completion of tasks effectively
- An understanding of how to support students of all abilities both academically and pastorally
- An understanding of safeguarding procedures and have a willingness to work with the DSLs to promote safeguarding across all year groups
- Excellent interpersonal skills with a positive outlook
- Effective communication skills with a variety of stakeholders, both orally and in writing

We can offer:

- A positive working environment within an extremely well-resourced school
- The support of a highly professional and committed staff team and the opportunity to expand your professional networks beyond the Trust through our external partnerships
- The opportunity to develop your career within an expanding multi academy trust with a track record of excellent student attainment and achievement
- Exceptional professional development opportunities

The Trust is committed to safeguarding children and young people. All post holders are subject to a satisfactory Enhanced Disclosure and Barring Service (DBS) check.

How to make an application:

- Please read the attached Appointment Brief before completing your application.

- To apply, complete the My New Term Application Form using the Supporting Statement section of the form to detail your suitability for the role, your motivation for making an application and how your knowledge, experience and training meet the person specification.
- The vacancy closes on Thursday 30th September 2021 at 9am, however, early application is advised as we reserve the right to close the advert early should a suitable applicant be found.
- Interview date: as soon as possible thereafter
- If you have any questions or would like to discuss this role further, please contact Dawn Gamble, Recruitment Manager on 07917 035962 or at recruitment@danessedtrust.org.uk

Website: www.onslow.herts.sch.uk / www.danesseducationaltrust.org.uk

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E-mail: recruitment@danessedtrust.org.uk

Danes Educational Trust Address: C/o St Clement Danes School, Chenies Road, Chorleywood, Hertfordshire WD3 6EW

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