



## Cover Supervisor – Permanent Contract

NJC Scale L – Actual Salary: £19,249 - £21,880 (£22,484 - £25,557 full time equivalent)

**Closing Date:** 9am on Monday 6<sup>th</sup> February 2023

**37 hours per week (8.15am to 4.15pm Monday to Thursday, 3.45pm on a Friday), term time only (including training days)**

We are looking to appoint an efficient and dedicated person or people on a permanent contract. We are open to applications who would like to job share or work some or all of the advertised hours.

Working within a team of Cover Supervisors and reporting to the Cover Manager, you will supervise classes when a teacher is absent, assist with exam invigilation, undertake lunch duties and complete administrative tasks where appropriate.

The post may be of interest to a graduate or somebody looking to gain classroom experience before becoming a teacher.

You will need to be well organised, self-confident, and professional in your outlook, with good communication skills and the ability to relate well with both students and staff; previous experience working with young people is desirable, but not essential. This will be an interesting and varied role with teamwork being a vital aspect of the job. A high level of interpersonal and communication skills is essential. Good organisational skills, flexible working practices and patience are also key to this role.

Commonweal School is a forward looking single status academy striving for academic excellence. We seek to provide a high level of support and professional development for all staff. We are committed to realising our aim, which is to be known as a provider of high quality education for all our students, achieved by focusing on teaching and learning and the performing arts. We have a Specialist Resource Provision for Physical Disabilities which is an integral part of Commonweal life.

From September 2014 our new Sixth Form provision has enhanced and extended the school's excellent curriculum, creating significant opportunities for up to 300 students to achieve their potential. Based in a purpose built three storey centre it offers an outstanding environment in which our students can succeed and grow, within a warm, caring and creative atmosphere.

Further details and an application pack can be requested by contacting HR administration on 01793 612727, by email to [recruitment@commonweal.co.uk](mailto:recruitment@commonweal.co.uk), or on our website [www.commonweal.co.uk](http://www.commonweal.co.uk).

**School application forms only please, no CVs will be accepted.**

Closing date for completed applications is 9am on Monday 6<sup>th</sup> February 2023; interviews will be arranged as soon as possible thereafter. Should you not hear within 4 weeks of the closing date, then you should assume your application has not been successful.

The Commonweal School is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. All employees are subject to an enhanced DBS check.