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| Post Title | **Cover Support Assistant (permanent post)** |
| Place of Employment | **Aston Academy\***  Aston Community Education Trust |
| Hours of Work | **32.5 hours per week, term time only**  ***(8.00am – 3.10pm with a 40 minute lunch break)***  *Term time only includes working 2 out of 5 INSET days each academic year as directed by the school, with availability to work any or all of the remaining 3 INSET days at short notice should the need arise, and for which additional payment will be made* |
| Salary | **Band E £15,540 - £16,821 for term time only**  (Full time £20,444 - £22,129)  *(plus an additional 1 week of pay if the appointee has 5 years or more continuous service with the Local Authority)* |
| Appointment | **Permanent** |

We are seeking to appoint an enthusiastic Cover Support Assistant who will supervise classes during the short term absence of the class teacher, which will include delivering work set by the regular teacher, managing student behaviour and assisting students in relevant activities.

The successful candidates will:

* Be able to work independently and with initiative
* Be interested in the development of young people
* Have good communication skills
* Be energetic, well-motivated and flexible
* Have a professional manner and plenty of common sense
* Be educated to GCSE standard or equivalent
* Be able to work with ICT including interactive whiteboards

You will be based at Aston Academy, however the role may involve working at other academies within the trust.

For further information and to apply, please visit [www.astonacademy.org](http://www.astonacademy.org) and follow the link to the vacancies section, or contact Melanie Denton if you have any difficulties on 0114 287 2171. Applications should be returned to [vacancies@astoncetrust.org](mailto:vacancies@astoncetrust.org). The closing date for applications is 9.00am on 11th November 2022.

We undertake to make any ‘reasonable adjustments’ to a job or workplace to counteract any disadvantages a disabled person may face. This post involves working with children and therefore if successful, you will be required to apply for a disclosure and barring services check at an enhanced level. Further information about the Disclosure Scheme can be found at [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs)

Academies within Aston Community Education Trust are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment.

Please note if you have not received a reply within three weeks, your application has been unsuccessful.