Heyford Park School

Camp Road

Upper Heyford

Bicester OX25 5HD

Tel. 01869 232203

**Secondary Cover Supervisor and Pastoral Mentor**

**We are looking for a caring, creative, and inspirational individual to join our inclusive school community. High quality cover supervision and pastoral support is integral to the delivery of high-quality teaching and learning for all in the school. The school community works together to ensure pupils thrive and achieve so that they grow into happy and independent young people.**

We need you to build great relationships with all our pupils, so you can motivate them to do well and be the best that they can be. You will need to be flexible and resourceful, and ideally, have experience of working with children and young people. There are occasional meetings outside school hours, which your attendance will be required.

* **Salary details:** Grade 6 £20,852 - £23,023 per annum (pro rata accordingly).
* **Hours:** 35 hours per week - Job share would be considered.
* **Job term:** full time, permanent, term time only
* **To commence:** September 2022
* **Closing date:** 12 noon, Tuesday 5th July 2022
* **Interviews:** Interviews will be arranged directly with candidates at our earliest mutual convenience.

The successful candidate will:

* Ideally, have experience working in a school environment
* Be friendly and approachable with a welcoming and professional manner
* Be positive and patient in their approach with pupils
* Be proactive in supporting the pastoral team and pupils in the restorative process
* Be willing to support administrative duties related to SEND and Inclusion and pastoral support
* Be willing to undertake Teaching Assistant duties, particularly during examination periods

In return we offer the opportunity to join a passionate and committed team who work in a friendly environment with the aim of producing outstanding educational outcomes for children and families. We have very supportive parents and governors and excellent links with the community. As our school grows so will the opportunities for staff.

To discuss this role further or to visit the school please contact Mrs Victoria Wallington, Deputy Head Secondary, vwallington@heyfordparkfreeschool.org

Applications must be made using the EPA Application Form, which should be submitted along with the Equal Opportunities Form and Personal statement explaining why you feel you would be suited to this role, by email to recruitment@heyfordparkfreeschool.org

(All forms can be found on our website under ‘Vacancies’)

*Please note that we advise applying promptly as we reserve the right to close and interview early if sufficient suitable applications have been received.*

Heyford Park School is committed to Safeguarding and promoting the welfare of children and young people, and expects staff and volunteers to share this commitment.

Heyford Park School is an equal opportunities employer.