

## Senior Lesson Supervisor

**Grade 12, Point 12 – 19 £24,496 - £27,852 per annum, pro rata**

**Actual salary: £21,162 - £24,062 dependent on experience**

**Permanent Position - Term Time plus Inset Days**

**37 hours per week, 30-mins unpaid lunch break**

**Mon – Thurs 7:00am-3:00pm, Friday 7:00am-2.30pm**

Due to re-structuring of the HR and Cover teams, we have a **brand-new vacancy for a Senior Lesson Supervisor**. Responsible for managing the college emergency and planned absence system, the post holder will effectively co-ordinate cover requirements, manage a team of lesson supervisors and oversee administration relating to the school cover procedures and processes. The role will be split between office and classroom as an element of the day will be spent supervising and managing classes of students. It is anticipated the role will consist of 3.5 hours coordinating cover administration and 4 hours classroom based. The successful candidate will join a dynamic and energetic team of highly motivated teachers and support staff as well as becoming an integral part of our school community. For further details on the role and responsibilities, please refer to the full job description available on the college website.

**The successful candidate will be/have: -**

- excellent communication skills with a positive can-do attitude
- confidence and ability to work effectively with young people
- ability to encourage students to learn
- computer literate with experience of MS office
- ability to use their own initiative, with good planning and organising skills
- flexible approach to work with ability to prioritise to ensure all commitments are achieved
- confidence and a good sense of humour

**We offer the successful candidate:**

- opportunity to be part of a strong community and supportive workforce
- a calm and welcoming environment which enjoys a large amount of green, open spaces
- supportive induction programme and CPD opportunities
- free parking
- onsite catering and nursery
- 'My Staff Shop' benefits – including Cycle to Work scheme
- discounted access to leisure centre including gym and pool (located next to the college)

Frome College is a successful, vibrant, and forward thinking 13-19 Upper School with approximately 1200 students. It is a fast-moving school undergoing exciting and rapid regeneration. We are based on a stunning campus in easy reach of Bath and Bristol. Frome itself is a thriving market town, with a vibrant artistic community with the renowned Frome Festival, monthly Sunday market and many restaurants and 2 theatres, one of which is on campus.

**Closing Date: Tuesday 3<sup>rd</sup> January 2023 (8:00am)**

**Interview Date: Friday 6<sup>th</sup> January 2023**

Please visit our website for details on how to apply: [www.fromecollege.org/join-us/vacancies](http://www.fromecollege.org/join-us/vacancies)

Applications should be returned by email to: [fccrecruitment@fromecollege.org](mailto:fccrecruitment@fromecollege.org)

*This post requires a criminal background check via the Disclosure Procedure*