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# Cover Supervisor

# 32.5 hours per week – term time

**£17419-£17772 pro rata**

# Start date: 3rd January 2018

We are seeking to appoint a Cover Supervisor to work at Caldew whilst the permanent post holder covers the maternity leave of one of our teachers. Our aim is to reduce the need to ask teachers to cover for absent colleagues while maintaining a high quality education. The person we will appoint will be able to demonstrate an ability to build positive relationships with young people and enjoy working with them. They will need to be adaptable and a supportive team player.

At Caldew we are supportive and positive with our students, and learning is at the heart of everything we do. We want to give individual students the best possible start to their adult life.

In the event of a short term teacher absence, a Cover Supervisor (CS) will take responsibility for supervising classes, working across all subject areas. A longer teacher absence will usually be covered by a supply teacher. The work of the CS will complement that of teachers. When the demand for cover is light, we aim to enable the CS to work with individual departments, helping them to prepare teaching materials, displays and other tasks.

The role will include:

* Provide quality classroom management to classes in the absence of a teacher, at the direction of the Headteacher. Creating a purposeful and orderly environment in which students can complete work set by the teacher. Maintain good communication between key staff to ensure continuity of our students’ education.
* To support the schools rewards and sanctions policy.
* When not with a class, to support the development of learning resources following guidance of a Head of Department.
* The use of our school management system (SIMS) to record student-related information.
* To accompany visits and field trips as required, and to invigilate examinations.
* If required, to join a duty team to cover break, lunch, before or after school supervision.

We are seeking to appoint someone with the right qualities, not necessarily someone with direct experience. Training will be discussed with the successful candidate, and a programme developed to meet their specific needs. The length of induction to the post will also be determined by need.

The hours for this post are 32.5 hour per week during term time. Clarification of this will be given at interview.

Caldew School is committed to safeguarding and promoting the welfare of its students. All applicants are subject to the requirements of Safeguarding Children and Safer Recruitment in Education guidelines. This will include checks with past employers and the need for the successful candidate to undergo an Enhanced disclosure via the DBS.

If you would like further information, please contact school via the office e-mail on [office@caldew.cumbria.sch.uk](mailto:office@caldew.cumbria.sch.uk) or telephone 01228 710044.

Applicants should send a completed application form and a letter of application to Miss H Vasilic by Wednesday 25th October.