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# Steyning Grammar School and Sixth Form College

## Day and Boarding

Shooting Field Campus 01903 814555  
Sixth Form College 01903 810526  
Shooting Field, Steyning, West Sussex, BN44 3RX

Towers Campus 01903 946880  
Henfield Road, Upper Beeding, West Sussex, BN44 3TF

Rock Road Campus 01903 744884  
Rock Road, Storrington, West Sussex, RH20 3AA

SGS Boarding 01903 817601  
Church Street, Steyning, West Sussex, BN44 3LB

Executive Headteacher: Mr Mark Marande | Associate Headteacher: Mrs Natasha Nicol | Email: sgs@sgs.uk.net

Dear Applicant

September 2021

### Cover Supervisor

Thank you for your interest in the above position at Steyning Grammar School.

### The School

Steyning Grammar School is a unique successful and dynamic learning community with our 'Journey to Excellence' built on traditions of excellence and highest expectations, combined with a commitment to innovating and new thinking – supporting our students in being the best they can be in preparing them for their futures. In joining us, you will benefit from being part of a multi-academy trust offering the support of experienced colleagues across the Bohunt Education Trust schools where there are greater opportunities for career progression for those with both potential and aspirations.

### The Post

We are looking to appoint a Cover Supervisor to supervise groups or whole classes, where a teacher is absent unexpectedly for illness or personal reasons, or through planned continuing professional development. Where there is not a requirement to cover lessons, administrative support will be provided to meet the needs of the school.

The successful applicant will be required to commit to training, to stand in for the Cover Manager in their planned or at short notice unexpected absence, within an agreed timescale.

This is a permanent up to 30 hours per week, term-time only position. The salary is £18934 - £19701 per annum pro rata.

BET also operates a pension scheme into which the school contributes on behalf of all members of staff who elect to join the scheme.

Please note, because of the nature of this job, if you are successful in your application you will be subject to an enhanced Disclosure and Barring Service with barred lists check. This will be done by means of applying for a DBS certificate through the Disclosure and Barring Service. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.

Proud to be part of the Bohunt Education Trust



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If you would like to apply for this position, please complete an application form and return it to Mrs Terri Jeffrey at recruitment@sgs.uk.net **by 9 am Thursday 23<sup>rd</sup> September 2021**. Arrangements for the interview process will be confirmed to the successful applicant in due course.

Please note interviews will take place **on Monday 27<sup>th</sup> September 2021**.

We also require a full and complete CV, spanning the time from when you left school up to the present time.

Please note that two references are required for all candidates, one of whom must be your current or most recent significant employer. Please note that if you do not wish a referee to be contacted prior to interview it is important that you indicate this alongside the referee's details on the application form.

Please kindly note, I will only contact you again if your name appears on our short list.

Steyning Grammar School are proud to be part of Bohunt Education Trust.

**We are committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**

**Mrs Nat Nicol  
Associate Headteacher  
September 2021**