**Cover Supervisor**

**37 hours a week, 39 weeks a year (8am-4pm Mon to Thurs, 8am-3.30pm Fridays)**

**Grade G, points 8 to 13 (actual salary: £17,058 to £18,833pa)**

EWS is a high-achieving comprehensive school across two sites serving many villages and the fringes of both Northampton and Milton Keynes. We believe that all staff and pupils should be treated with respect and have built a culture based on respect for each other, resilience to meet new challenges and take responsibility for our actions and our learning.  At Elizabeth Woodville we have a strong focus on academic achievement throughout the school and develop our young people to be independent and resilient learners. EWS joined Tove Learning Trust in 2016.

We require an enthusiastic, confident and creative Cover Supervisor to join this vibrant and exciting school. You will provide effective classroom cover in a range of classes and subjects in response to unforeseen short term teacher absence. You will be required to ensure good order is maintained in the classroom and pupils keep to task. You will be primarily based at our South Campus in Deanshanger, but will occasionally be required to travel to our North Campus in Roade.

The successful candidate will:

* Be willing to work as part of a team
* Be flexible
* Have excellent communication skills
* Be able to work under pressure whilst maintaining a friendly approachable attitude to students and staff
* Have to meet the person specification and will be required to apply for a DBS disclosure

With the ability to relate to young people and experience of working with groups of young people, you will have a broad knowledge of qualifications taught in schools and be educated to NVQ level 3 or equivalent. As travel is required between sites, you must have access to a reliable means of transport in order to carry out your duties.

Training and development opportunities will be offered. All staff are encouraged to study further and the trust will actively support staff to obtain relevant further qualifications where possible. Candidates must be eligible to live and work in the UK.

Tove Learning Trust is a fast moving and exciting place to work. The trust schools have a shared vision and purpose: to deliver outstanding educational experiences that lead to inspiring outcomes. Each academy has a strong individual identity and tailors their educational provision to serve their local community. Academies within the trust collaborate to share expertise and maximise opportunities and experiences for our students.

**The Trustees of Tove Learning Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.**

**How to apply**

All documents including the full job description, person specification and application form are available on our website [http://ewsacademy.org.uk](http://ewsacademy.org.uk/). Please ensure your application form and covering letter includes examples of your experience and how you meet the criteria outlined in the job description and person specification. Further information requests or completed applications should be sent to **Michelle Saint, HR Administrator** E: michelle.saint@ewsacademy.org.uk T: 01604 861188.

**Closing date: 23 February 2020**

**Interview date: tba**