# 

# Cover Supervisor - Permanent

# 32.5 hours per week – term time

**£19698 pro rata**

# Start date: 1st September 2021

We are seeking to appoint a Cover Supervisor to join our team at Caldew. Our aim is to maintain high quality education during the absence of teaching staff. The person we will appoint will demonstrate the 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:

* Providing 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;
* Maintaining good communication between key staff to ensure continuity of our students’ education;
* Supporting the schools rewards and sanctions policy;
* Supporting the development of learning resources following guidance of Heads of Departments when not with a class;
* The use of our school management system (SIMS) to record student-related information.
* Accompanying visits and field trips as required;
* 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 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 Keeping Children Safe 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 Monday 7th June 2021.