Loughborough Road
West Bridgford
Nottingham
NG2 7FA

Tel: 0115 9744488
Email: adminoffice@wbs.school
Website: www.wbs.school

The West Bridgford School

Mr R McDonough MA B.ED (Hons)
Principal
Mr T Peacock B.Sc (Hons)
Head of School

10th June 2019

Dear Applicant,

Re: Cover Supervisor

Thank you for your interest in the above post. The Governors are seeking to appoint Cover Supervisor.

Enclosed with this letter are the following:

Copy of the Advertisement
Job Description

Applicants should return the application form (CV's are not acceptable), with a letter of application, by 12-noon Monday 24th June 2019.

Yours sincerely,

HR Department

The West Bridgford School

Loughborough Road, West Bridgford,
Nottingham, NG2 7FA
Principal: Mr R McDonough
Tel: 0115 9744488 Fax: 0115 9744489
Email: vacancies@wbs.school

Secondary roll: 1647 including 373 in the sixth form

Part of the East Midlands Education Trust

East Midlands Education Trust

COVER SUPERVISOR

For September 2019 – Fixed Term until 31st August 2020

37 Hours per Week – Term-Time Only – Hours of Work: 8am – 4pm (3:30pm on Friday)

Scale 4 Points 9 to 12 £20,344 - £21,589 (pro rata annual salary will be £17,135 - £18,184)

We have an opportunity for an enthusiastic person who enjoys working with young people to join our Cover Supervisor team. The role involves managing students in a classroom and assisting them with work left by the subject teacher, as well as working with students one-to-one as a member of the Intervention Team.

You should be flexible and willing to contribute to various areas of the school as necessary.

The position is particularly suitable for someone looking to gain experience in a school environment prior to applying for a teacher training post – possibly through our own highly regarded SCITT (School-Centered Initial Teacher Training).

The successful candidate will have to meet the requirements of the person specification in order to be offered the post and will be subject to an enhanced DBS check. The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. We welcome applications regardless of age, gender, ethnicity or religion.

For further information, and an application pack, please visit our web site at www.wbs.school/vacancies or email vacancies@wbs.school. Only applications submitted on the school's application form will be considered. We do not accept applications through recruitment agencies.

Closing date for applications is 12-noon Monday 24th June 2019

JOB DESCRIPTION
Cover Supervisor

Grade:	Scale 4 Points 9-12
Salary:	£20,344 - £21,589 pro-rata (annual salary will be £17,135 - £18,184)
Responsible to:	Deputy Headteacher
Hours of work:	Monday to Thursday, 8:00am – 4:00pm, 8:00am – 3:30pm on Friday, with half an hour lunch, term-time only
Other information:	Appointments made are subject to the receipt of satisfactory references, confirmation of medical fitness for the post and an Enhanced DBS check.

The West Bridgford School is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

Duties and Responsibilities

1. Reporting to Deputy Headteacher
2. Liaison with the Heads of Department for work to be set
3. Supervising students on work left in accordance with the school policy
4. Responding to students about the work that has been set
5. Assisting with the management of student behaviour to ensure a constructive working environment
6. Collecting any work completed after the lesson and returning it to an agreed person / place
7. Supervising entry and departure of students in accordance with school policy
8. Leaving the room in good order at the end of the lesson
9. Recording and reporting attendance at lessons in accordance with school policy
10. Reporting back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class and any other issues arising
11. Dealing with any immediate problems or emergencies according to the school's policies and procedures
12. Respecting confidential issues linked to home/students/teachers/school work and to keep confidences as appropriate
13. Following school policies and procedures especially those relating to child protection and health and safety
14. Supervision of students before school, at lunchtime and at the end of the school day.
15. Supporting the Intervention Team in the Intervention Centre
16. Assisting in exam invigilation under the supervision of the Examinations Officer
17. Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities / grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms following consultation with the recognised trade unions

PERSON SPECIFICATION
Cover Supervisor

Skills	
Well organised	Essential
Good communication skills	Essential
Good planning skills	Essential
Good literacy and numeracy skills to GCSE grade C or equivalent	Essential

Qualities	
Suitable for work with children	Essential
Willingness to continue to learn the role	Essential
Ability to work as part of a team	Essential
Empathy to children and their varied needs	Essential
Commitment to maximising student achievement	Essential