**VACANCY**

**COVER SUPERVISOR - Term-Time Only plus five training days**

This post will be paid on GO4 Pt 8 £18,671 (FTE £24,702)

Start Date: **ASAP**

Hours of work are: 8.15am – 3.15pm (half hour lunch break, unpaid)

Total hours per week: 32.5 hours

Weekly working days will be Monday to Friday.

This role is to cover absent teachers when they are out of school. Work and instructions will be left for the Cover Supervisor to execute.

We are looking for candidates who are team players, who can foster excellent relationships with staff and learners. The ability to follow instructions is instrumental, as is the ability to follow school policies and procedures.

The successful candidate will need to demonstrate that they are able to deal with both exemplary and challenging behaviours.

A GCSE or equivalent of a grade C is required for this post in both ENGLISH and MATHS.

Daily duties will be deployed by Mrs Tracy Roberts and line management will be by Mr Adam Campion, Assistant Head.

A period of induction will be part of this role.

Other important attributes:

* A good communicator
* Ability to think on your feet
* Ability to cope with stressful situations
* Ability to adapt to last minute changes
* A well organised person
* Excellent work ethic
* Someone who is prepared to lead by example

Applications will need to be submitted to Gemma Parry, Senior Administrative Officer, along with a full letter of application, CV and completed recruitment monitoring form by noon on Monday 29th April 2024.