

WARBLINGTON
SCHOOL

Cover Supervisor

Salary: Grade D

Contract: Permanent

Hours: 32.5 hours per week (08.00-15.00) – hours are negotiable and flexible

40 weeks per year (45.62 paid weeks)

FTE: £23,703 - Actual Salary: £18,266 (pay award pending)

We are seeking to appoint 2 Cover Supervisors on a permanent full-time contract although there is some flexibility in the hours. The successful applicant should ideally have experience of working with children to deliver classroom supervision to cover short-term absence of teachers. This is an ideal role for someone who is considering a career in teaching and wishes to develop their experience in a classroom. You will need to have attained GCSE Maths and English Grade C or above (or equivalent).

Excellent communication and organisational skills are essential, as is the ability to work both as a team and independently. Previous experience of working with young people is desirable and the ability to contribute to the wider life of the school will be an advantage.

Warblington School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

For further details and application forms, please visit our website

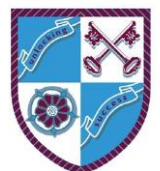
www.warblingtonschool.co.uk

Please note that we do not accept CV applications.

Closing date: Friday 11th December 2023

Interview date: TBC

We would strongly recommend an early application as we reserve the right to close the vacancy if a suitable candidate is found.



WARBLINGTON
SCHOOL

JOB DESCRIPTION

POST : Lesson Cover Supervisor

HOURS: 32.5 hrs per week term time only + 1 week

RESPONSIBLE TO: Assistant Headteacher

DUTIES

To act as study supervisor within a variety of learning environments

- To collect work from the Head of Department when required to cover staff absence as directed by the Assistant Headteacher
- To supervise classes during staff absence
- To encourage good student behaviour and work
- To develop good working relationships with students and staff
- To help students develop personal and communication skills through social interaction
- To inform, advise and guide students during supervision of 'tutor time'
- To utilise effectively the School's MIS – attendance for example

To offer support to departments other than for cover:

- To support planning and assessment
- To assist departments with administrative duties
- To assist departments with the development of learning environments

To offer support to the School outside the classroom under the direction of the Assistant Headteacher

- To support the invigilation of exams / controlled assessment
- To organise and supervise exam concessions

To work under the direction of the Assistant Headteacher

- To take direction from the Assistant Headteacher regarding the best use of time and resources
- To have meetings with other colleagues and to review practice both inside and outside the classroom
- To assist in devising strategies to deal with issues raised at meetings
- To participate in training and continuing professional development
- To attend relevant school meetings as required
- To maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace
- To undertake such other duties within the purview of the post as directed
- Be aware of students with Special Needs and supply information under the requirements of the SEN Code of Practice

This job description is not necessarily a comprehensive definition of the post. It will be reviewed in the light of prevailing needs of the School, after consultation with the post holder.

