

### **COVER SUPERVISOR – Fixed Term for 1 Year, Term Time Only, 37 hours per week**

Required as soon as possible, LGA Pay Scale 5, Point 12-17 £22,571 - £24,920 full time equivalent. Actual pro rata salary £20,465-£22,595 per annum. The hours of work are 37 per week Monday to Thursday 8am-4pm and Friday 8am-3.30pm (term time only, 47.15 weeks per year). The actual starting salary for the successful candidate is £20,465 per annum.

We are looking to appoint an enthusiastic, confident person to be our Cover Supervisor who will supervise a group of students during the short-term absence of a teacher to ensure that students carry out a pre-prepared lesson. The Cover Supervisor will maintain good order and to keep students on task, responding to questions and generally assisting them to undertake set activities to support our students' learning. The successful candidate will be required to work as part of a team or on their own under the direction of the Assistant Head and Cover Officer. The role involves supervising students during cover lessons, working with them after school during enrichment clubs or carrying out academic mentoring, supporting the Cover Officer with administration tasks and contributing to the school community. Please also refer to the detailed job description.

The successful candidates will

- Have experience in working in a school environment
- Have qualifications relating to working with children
- Have good organisation and communication skills
- Be a team player

Patcham High School is an 11 – 16 comprehensive school of 1100 students, situated on the northern outskirts of Brighton, very close to the old village of Patcham and within easy reach of the A23 and A27. The school is rapidly improving, at an exciting stage of change and development.

To apply please download and complete our application form (CVs alone are not acceptable) <https://www.patchamhigh.brighton-hove.sch.uk/schoolinformation/vacancies/> and email to Elise Holmes, Headteacher's PA [eholmes@patchamhigh.org.uk](mailto:eholmes@patchamhigh.org.uk). If you have any questions please contact Mrs Holmes, either by email or by telephone (01273 543484).

***Patcham High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an Enhanced DBS Check.***

#### **Brighton & Hove Schools – Taking Action for Equality**

*We welcome applications from all parts of our community as we aspire to have a staff body that matches the social and cultural diversity of our student intake. We are open to flexible working.*

**We reserve the right to interview on application should a suitable candidate become available and we have the right to withdraw this advert prior to the closing date.**

**Closing date:** Monday 4<sup>th</sup> April at 1pm    **Interviews:** Week Commencing 4<sup>th</sup> April 2022