

**Cover Supervisor (permanent)**

35 hours per week, term-time (39 weeks/year)

Times 8.00-3.30pm

Pro-rata starting salary £20400

Start date: As soon as possible

Caldew School has an exciting opportunity to join its dynamic and experienced cover team.

Our aim is to maintain high quality education in a productive environment during the short-term absence of teaching staff. The person we appoint will be an energetic, hardworking and flexible individual who is passionate about working with young people while supporting their education in a popular, busy, and vibrant school. They will be a supportive team player and have the ability to adapt to often rapidly changing situations.

We are looking for someone, not necessarily with experience, but with the right skills, approach, and outlook. Training will be discussed with the successful candidate and a programme developed to meet their specific needs.

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. 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, other tasks plus provide pastoral support at Student Services. The cover team provides an array of support right across the school so this is an excellent opportunity to gain some invaluable experience within a secondary education environment.

The role will include:

- Providing quality classroom management to classes in the absence of a teacher at the direction of the Headteacher and line manager, 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 school's 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;
- Duties before and after school to ensure student safety

There is also an opportunity to join the lunchtime duty team which provides an additional income plus a free lunch!

The hours for this post are 35 hours per week during term time. Clarification of this will be given at interview.

If you would like an additional information about this role or would like a tour of the school, please contact Abi Little on 01228 710044 or [Abi.Little@caldew.cumbria.sch.uk](mailto:Abi.Little@caldew.cumbria.sch.uk)

Applicants should send a completed application form and a letter of application to Miss H Vasilic by 12:00pm on Wednesday 22<sup>nd</sup> January 2025.