

LESSON COVER SUPERVISOR
Including admin support
Required asap
PG4017 PCD5
Salary Grade 5 - £19698 (pro rata) Actual salary £14800 (£10.21/hr)
32.5 hours per week term-time only (plus 10 days INSET/closure working) Hours of
work: 8.15am – 3.45pm

Thank you for your interest in this post.

The Post

The post-holder will cover short term planned and unplanned absence of teaching staff, and will take sole charge of groups of students. No active teaching is required as students will learn by carrying out pre-prepared work under supervision. The primary focus of this role will be to maintain good order and to keep students on task. The successful candidate will be a well-organised and flexible person, who can work successfully alongside both adults and students. Support for the Administration Team, including covering Reception, will also be required when not covering for teacher absence.

The application form should be downloaded from the school website, and accompanied by a letter of application stating why you would like to work at Millom School as a Cover Supervisor.

Millom School is committed to safeguarding and promoting the welfare of its students. All applicants are subject to the requirements of the Keeping Children Safe in Education guidelines. This will include checks with past employers and the need for the successful applicant to hold or undergo a suitable enhanced DBS disclosure.

Completed applications should be submitted via email to hr@millom.cumbria.sch.uk by 12.00noon on Wednesday 3 November 2021.

Please ensure that your application includes both a daytime and an evening telephone number where you can be contacted, **and an email address**. We regret that we shall be unable to inform unsuccessful candidates of the result of their application.

Interviews will be held on Thursday 11 November 2021.

If you have particular questions about the post, we will be happy to answer them for you. Please ask for the Headteacher's PA, Sheila Minter, who will be pleased to help you.