

LITTLE HEATH SCHOOL
Little Heath Road, Tilehurst
Reading, Berkshire, RG31 5TY
Headteacher: Mr D J Ramsden



COVER SUPERVISOR
PERMANENT
Required asap

Grade E/WBC Spinal Point 7, £26,403.00 pro-rata p.a. (approximately £18,146.75 p.a.) 30 hours per week 8:30-3:30 Monday – Friday (term time only plus 1 Inset day claimed as additional hours)

We are seeking to appoint an enthusiastic Cover Supervisor to supervise classes during the short-term absence of the class teacher and to be responsible for the behaviour and management of the students during the lesson. This will involve giving help and support to students by distributing and explaining to students the work set by absent teachers, collecting work and materials from students at the end of the lesson. When not in the classroom, administration work linked to school requirements will be part of your duties.

The person we are seeking will:

- demonstrate a real interest in working with young people;
- have an ability to apply a fair, firm and friendly approach;
- have a responsible outlook and flexible approach to work.

This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to converse at ease with pupils/members of the public and provide advice/instruction in accurate spoken English is essential for the post.

Little Heath School is committed to safeguarding children and promoting the welfare of children and young people; we expect all staff and volunteers to share this commitment. Little Heath School will ensure that all recruitment and selection practices reflect this commitment. All shortlisted candidates will be asked to complete a criminal records self-disclosure form and successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks

For an application form and information pack please email recruitment@littleheath.org.uk . Please address supporting letter of application to the Headteacher.

