

St Bede's Catholic College
Long Cross, Lawrence Weston
Bristol, BS11 0SU

Telephone: 0117 235 5627

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**Cover Supervisor – term time only, 32.5 hours per week
(Part time or job share hours considered for the right applicant)**

We are looking to appoint an enthusiastic and innovative Cover Supervisor to join our highly successful team of mutually supportive colleagues whose shared purpose is to inspire and challenge all pupils at St Bede's Catholic College. This role would be ideal for a highly organised, flexible and resilient person who can adapt quickly, challenge and support learners of all ages in a range of skills. The successful applicant will need to be able to adapt to and deliver the plans of a wide range of other teachers and do their best to ensure learners of all abilities make progress in lessons, enjoy their learning and feel happy and safe, meeting the high expectations of our school.

St Bede's has a diverse community of students and we would be pleased to receive interest from applicants of all backgrounds.

The role includes:

- covering lessons in the absence of the timetabled teacher
- supervising the delivery of the cover work by effectively communicating the work set to students
- ensuring that the required resources needed in order to effectively deliver the covered lessons are available
- managing the behaviour of pupils whilst they are undertaking set work to ensure a positive learning environment
- responding to any questions from pupils about process and procedures
- dealing with any immediate problems or emergencies in accordance with school policy and procedures
- collecting completed work after lesson and returning it to the appropriate teacher

If you have the desire and potential to be outstanding and would like to join this exciting place of learning, we would be delighted to hear from you.

The hours of work will be 08.30 – 15.30, Monday to Friday, 30-minute lunch break, term time only for which the annual salary is St Bede's Grade 8, point 12-18 - £18,734 - £20,912. **(Part time or job share hours considered for the right applicant)**

Please complete the application form and submit this with a letter outlining your experience and suitability for this role.

The closing date for applications will be **noon on** Monday 6th February 2023

Further details are available on the above email or on our website www.stbedescc.org

Offers of employment are subject to Enhanced Disclosure and Barring Service clearance, excellent references and medical clearance.