



BERWICK ACADEMY
Adams Drive
Berwick upon Tweed
TD15 2JF
Tel: 01289 305083
E-mail: Admin@berwickacademy.co.uk

Cover Supervisor

Band 4

***(£18,870) *pro rata**

37 hrs *Term Time plus 5 days

September 2018

We are seeking to appoint an enthusiastic and energetic Cover Supervisor to join a strong team of teachers who work collaboratively to raise standards and expectations at all levels throughout Key Stage 3, 4 and 5. The successful candidate will support and deliver lessons and interventions, support for individuals and small groups. They will have the ability to support the students' learning needs, encourage, and motivate them to overcome barriers to learning. Be flexible in their approach, a good listener and communicator, have positive attitudes to young people and good organisational skills.

The Cover Supervisor will cover for short-term absences of a teacher, supervising work that has been set in accordance with the school policy; managing the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment; Responding to any questions from students about process and procedures; Dealing with any immediate problems or emergencies according to the school's policies and procedures; Collecting any completed work after the lesson and returning it to the appropriate teacher; Reporting back as appropriate using the school's agreed referral procedures and recording on SIMS as required.

The post would be suitable for someone who is already qualified to Level 3 or is working towards or for a qualified teacher who is seeking a new challenge within an education environment. The successful candidate will have the opportunity to grow professionally in a supportive environment.

The Cover Supervisor will also coordinate and administer the cover procedure for absences and organise suitable cover arrangements (using SIMS Cover). Please note: Work pattern will be between 7am – 4pm

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. An enhanced DBS disclosure is required for this post.

An application pack, including an application form, is available to download from the vacancy section on the school's website www.berwickacademy.co.uk

If you would like further information please contact Fiona Hall, Business Manager Tel: 01289 305083

Completed application forms should be returned to the school by **noon on 16th July 2018** by emailing hallf@berwickacademy.co.uk or by post to the school address Shortlisting date: 16th July

Interview date: Wednesday 18th July 2018

Further information about the school can be found on our website: www.berwickacademy.co.uk