

## **Cover Supervisor Fixed Term Vacancy To start end of October 2017**

The Parker E-ACT Academy is a 11-18 co-education school in Daventry with a clear trajectory of improvement, and the commitment of a fabulous staff team to make our ambitions realistic in a short timescale.

We are keen to appoint an enthusiastic and highly motivated Cover Supervisor. This exciting opportunity could be used as a springboard into education, and possibly teaching. If you are someone who has always wondered whether you would be suited to a career in education this is a fantastic opportunity for you to find out, and gain valuable experience.

As a Cover Supervisor you will actively support the progress of students and recognise that every lesson is a rich opportunity to learn. Support and guidance will be given to the appointed person to ensure provision of a safe and productive learning environment for all students.

### **Key responsibilities include: -**

Supervising lessons when teaching staff are absent and administrative tasks including:

- Conveying the teachers' instructions to the class
- Taking attendance register
- Responding to students' questions
- Assisting students to undertake set activities as appropriate
- Safeguarding students and adhering to the school behavioural management procedures
- To support and deputise for Cover Manager as required
- Provide support in setting up exams and invigilating as necessary
- Any other administrative duties as necessary

The ideal candidate will need level 3 qualifications (a degree would be an advantage), with 5 GCSE's at A\* to C with very good numeracy, literacy and ICT skills.. The ability to communicate in a professional and effective manner is essential. Experience of behaviour/classroom management and working with 11-18 year olds is preferred.

Grade G point 19 to 22

Hours: 30 hours per week term time only

Actual pro rata salary: £12,999.54 to £14,327.51 per annum

Information and Application Packs can be obtained from the website [www.theparker.co.uk](http://www.theparker.co.uk) or by contacting Claire Hartley on [Claire.Hartley@E-ACT.org.uk](mailto:Claire.Hartley@E-ACT.org.uk) or 01327 705816.

Closing date for applications: Wednesday 27<sup>th</sup> September 2017

Interviews will be held on Tuesday 3<sup>rd</sup> October 2017

**UNITY – STRENGTH - ENDEAVOUR**

The school is committed to safeguarding and promoting the welfare of children and young people. An enhanced DBS check is required for all successful candidates.