**\*\*\*\* COVER SUPERVISOR REQUIRED ASAP \*\*\*\***

**All about the role:**

**Main job purpose is to supervise the learning of whole classes during the short-term absence of the class teacher, to undertake work set by the teacher; to invigilate tests and examinations and to accompany staff and pupils on educational visits.**

**Main duties may include:**

* **Supervise the work of whole classes set by their class/subject teacher, in accordance with the school policy.**
* **Manage the behaviour of pupils to ensure a constructive learning environment.**
* **Answer pupil queries about process and procedures relating to the lesson.**
* **Deal with any immediate problems or emergencies according to the school’s policies and procedures.**
* **Collect completed work at the end of the lesson and return it to the appropriate teacher.**
* **Report back as appropriate using the school’s agreed referral procedures on the behaviour of pupils during the class, and any uses arising.**
* **Support other activities relating to the supervision of pupils eg. general supervision during school breaks, attendance on school trips.**

**Knowledge and Skills required:**

**The role demands that the jobholder has the ability to undertake a range of tasks involving the application of rules procedures and techniques. The jobholder needs a good standard of practical knowledge of learning support needs and ways of meeting these, and good skills in dealing with pupils. Through experience-based learning and/or formal training they will operate at Level 3 of the national standards for Teaching Assistants.**

**Hours of work: 27.5 hrs per week TTO. 8:45-14:45 with a 30-minute break**

**Salary: Grade F, 9-11. Actual salary: £15,610–£16,414**

**Contract type: Fixed Term for one year initially**

**Closing date (and time): Thursday 28th March 2024. 12:00 midday**

**Interview date: W/C 15th April 2024**

**Commencement date: As soon as possible.**

Application is via application form and is available from the school’s website. Completed applications are to be sent for the attention of Mrs W. Assirati to was@pewsey-vale.wilts.sch.uk.

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

*All applicants will be subject to a Disclosure and Barring Service check before appointment is confirmed.*