



Leventhorpe
a business and enterprise academy

COVER SUPERVISORS

**H4 scale 17-20 £18,672 – £19,819 pro rata + outer fringe allowance
(fringe allowance £597 pa pro rata)
Monday – Friday 8.45 am to 3.45pm, term time only**

The successful job holder will be responsible for covering teaching staff absence and training days. You will be required to cover all subjects. We are looking for an enthusiastic individual who is able to use their own initiative whilst also being able to relate to and establish a rapport with young people.

Educated to degree level with excellent communication and interpersonal skills, your main responsibilities will include undertaking whole class supervision in the absence of the class teacher, setting work previously prepared by the teacher; developing curricular knowledge as required by the school; applying the school's Behaviour Management Policy and reporting any difficulties to the supervising teacher/Head of Faculty; setting homework previously prepared by the teacher; undertaking observations of the students and contributing to student records.

Please apply in writing to The HR Manager, enclosing a letter of application and a completed application form, which can be found on our website or by contacting the school office on 01279 836633.

Leventhorpe is committed to safeguarding and promoting the welfare of young people, and expects all staff and volunteers to share this commitment. A DBS disclosure is required for all successful applicants.

Leventhorpe, Cambridge Road, Sawbridgeworth, Hertfordshire, CM21 9BY
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