



ROYAL GRAMMAR SCHOOL
Amersham Road, High Wycombe, HP13 6QT

01494 524955

www.rgshw.com

Cover Supervisor

Start: Autumn Term

Applications should be made to the Denise Chick, the Headmaster's PA, asap by email (dmc@rgshw.com) or post. Along with the completed application form, please include a letter of application and a current curriculum vitae, which should include the names, addresses, telephone numbers and email addresses of 2 referees.

Those being called for interview will hear asap. If you have not heard from us by this date please assume that your application was unsuccessful. In which case we thank you for applying and wish you well in your future career.

**The RGS is committed to promoting the safety and welfare of all pupils.
Appointment is conditional upon at least two satisfactory references. All staff are required, before taking up post, to undertake an enhanced criminal record check through DBS.**



Cover Specification Cover Supervisor

Person specification:

Are you interested in occasional work? Could you supervise up to 33 students and enable them to get on with the work provided? We maintain a list of staff who are willing and able to be called on to provide cover for absent teachers. Cover will generally be needed between the hours of 8.45am-3.40pm but will not necessarily be for the full day. Work is provided for the pupils and your role is to maintain a quiet room, enabling them to get on with their work. You do not need to be a trained teacher for this role. We are looking for someone who is positive, with a flexible 'can do' attitude. The applicant would ideally be a team player, with an optimistic, cheerful outlook.

Please note there is no teaching of pupils required for this role, it is purely to supervise classes.

Skills and abilities:

- Good written and verbal communication skills.
- Able to work effectively as part of the team.
- Able to use own initiative.
- Flexibility to carry out responsibilities as and when needed.

Experience

- Not required as training will be provided

Working Hours:

- Ad-hoc



Job Description Cover Supervisor

Accountable to: Cover Administrator

As Cover Supervisor:

- To supervise whole classes during the short-term absence of the class teacher under the guidance of teaching / senior staff, implementing work programmes, managing pupil behaviour and assisting pupils in relevant activities.
 - To support pupils' learning activities.
 - To promote positive behaviour.
 - To prepare and maintain the learning environment.
 - To develop and promote positive relationships.
 - To set homework previously prepared by the teacher.
 - To undertake other duties of an appropriate nature as may be reasonably required by the Headmaster.
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Hours of Work:

- As required, term time only

Salary:

- £11.99 per hour
- There is also the opportunity to undertake work as a exams invigilator @ £9.51 per hour (see job description on RGS website)