

**Cover Supervisor**

Dates: Apply by 9am Monday, 19th April 2021

Salary: £17,030 - £20,344 per annum (Pro Rata)

Location: Kent

Contract Type: Full-time (term time only)

Contract Term: Permanent

*Hadlow Rural Community School (HRCS) opened in September 2013 and offers a unique educational opportunity to students in Hadlow itself and across the wider local area. It is sponsored by and situated on the 630 acre campus of Hadlow College, the outstanding land-based college.*

Hadlow Rural Community School is a popular, oversubscribed School with a current roll of 360 students, increasing to 375 in 2019. The School has recently relocated to a £7million new build and is developing a strong reputation both locally and beyond for enabling its young people to excel and flourish; providing an exciting, vibrant and dynamic experience in academic and land based vocational studies.

We are looking to appoint a highly skilled, dynamic and effective candidate to join our excellent body of staff as a Cover Supervisor. The successful candidate will support students and colleagues in covering lessons in the event of teacher absence – assisting pupils to meet their full potential.

The successful candidate will:

* Possess at least a level 2 qualification in English and Maths
* Have relevant experience/knowledge of working with young people
* Supervise whole classes, small groups and individuals as required
* Ensure that set work is completed in the absence of the teacher
* Liaise with teaching staff to support student progress
* Support other school areas as required including administration, student support and reception

In addition to the above, successful candidates must be willing to undertake further training and develop expertise to support the overall well-being of students in the school. Excellent organisation, time management and IT skills and the ability to work well as part of a team, as well as on their own initiative is also essential. This is a full time position, working Monday to Friday 8.00am to 4.30pm during term time only plus 5 days during non-term time.

The post also offers the potential for significant career development and support will be provided for the right candidate in accessing teaching assistant and teacher qualifications should this be an aspiration.

If you feel that you are a highly motivated, inspirational person who has the expertise and experience to play a vital part in the future of our School then we would very much like to hear from you. For more details or an informal discussion with the Headteacher please contact the PA to the Headteacher via email on [Heidi.Whitmore@hrcschool.org](mailto:Heidi.Whitmore@hrcschool.org) or via 01732 498120

If you wish to apply to join Hadlow Rural Community School in the next phase of its exciting future; please see the website for further details [www.hrcschool.org/](http://www.hrcschool.org/).

Applicants should send to school

• A fully completed application form,

• A letter of application identifying how your knowledge, skills and experience meet the requirements of the Person Specification; and how you will contribute to making Hadlow Rural Community School an outstanding place of learning.

Letters should be addressed to the Headteacher and presented on no more than 2 sides of A4, font size 11. Please send this to: Niall.McGuinness@hrcschool.org

The job description and application form can be downloaded from our website, [www.hrcschool.org](http://www.hrcschool.org)

Alternatively, you can request an application pack by emailing [Niall.McGuinness@hrcschool.org](mailto:Niall.McGuinness@hrcschool.org) or telephoning 01732 498120.

The closing date for applications is 9.00am Monday 19th April 2021.

***Hadlow Rural Community School is a committed equal opportunities employer and is committed to safeguarding and promoting the welfare of all learners, commitments we expect all staff to share.***