

South Farm Road, Worthing, West Sussex, BN14 7AR

Tel: 01903 237864

E-mail: [office@worthinghigh.net](mailto:office@worthinghigh.net)

Website: [www.worthinghigh.net](http://www.worthinghigh.net)



"Always Pursue Excellence"

## COVER SUPERVISOR / TRAINEE TEACHER

NJC GRADE 4/5 dependent on experience £23,500 to £24,702 (FTE)

**WITH OPPORTUNITY FOR SUITABLE INDIVIDUALS WHO ARE INTERESTED IN QUALIFYING AS A TEACHER TO TRAIN WITH US FULL TIME, FROM SEPTEMBER 2024 (UNQUALIFIED TEACHER PAYSCALE £20,598 - £32,134)**

### RETENTION BONUS OF £500 AFTER FIRST 6 MONTHS

**Permanent – 19.5 hours a week (£10,622 to £11,165 pro rata)**

**FTC to July – 32.5 hours a week (£17,704 to £18,609 pro rata)**

**Term Time Only plus 5 INSET Days, flexible working hours**

**Additional hours may be possible after school or during lunch break**

***Due to internal opportunities, we are currently seeking two highly motivated, well organised people to fill the post of Cover Supervisor. We will consider applicants who may wish to job share.***

The main function of this post is to supervise classes for teachers who are absent. Other duties may include exam invigilation and administrative tasks, for example, assisting with displays. The successful applicant will be highly motivated, well organised and good interpersonal skills with adults and students and be confident in dealing with young people. Good time management and excellent organisational skills are required.

#### **Your key responsibilities will include:**

- Supervision of classes in Years 7 – 11 in the planned absence of the class teacher
- Ensuring that the lesson objectives are met and that work set is completed
- Establishing and maintaining a constructive, purposeful and safe working atmosphere
- Promoting and reinforcing the school's values

#### **Knowledge/Skills:**

- Good literacy and numeracy as well as a broad interest in the Secondary curriculum
- An interest in and an understanding of how young people learn
- Able to form positive relationships with school students while exercising authority in the classroom
- Sound judgement in the classroom
- An ability to understand broad issues in an educational context
- Good IT skills

#### **We can offer you:**

- The chance to work in an oversubscribed, innovative and forward-thinking school
- A friendly and supportive environment
- A DfE Behaviour Hub Lead School and appropriate CPD opportunities
- The opportunity to work with well-motivated students and supportive parents
- Free well-being and medical support cover
- The opportunity to be part of the South Downs Education Trust MAT

If you feel you have the necessary skills for this position and would like further information, an application form and job description can be downloaded from the links provided on the school website at [www.worthinghigh.net/vacancies](http://www.worthinghigh.net/vacancies) or from the school by phoning 01903 237864. Further information about the school and details of how to apply can also be obtained from the school website.

Completed applications should be sent to Mr Panayiotou, Executive Headteacher at the address below or emailed to [vacancies@sdetrust.net](mailto:vacancies@sdetrust.net).

**Closing date for applications is Monday 5 February 2024 at 9am. Early applications are advised as we reserve the right to close the vacancy early if sufficient suitable applications are received**

**Interviews will be held Thursday 8 February 2024**

**NOTE FOR RECRUITMENT AGENCIES:** We prefer to hire people directly but we do have a preferred supplier list for when we need a helping hand. We will be in touch if we need you.

Please note, because of the nature of this job, if you are successful in your application you will be subject to an enhanced Disclosure and Barring Service with barred list check. This will be done by means of applying for a DBS certificate through the Disclosure and Barring Service. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent. We will also complete a Social Media check in line with KCSIE best practice. Clearance will be obtained before employment commences.

South Downs Education Trust (SDET) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- Worthing High School & Clapham and Patching C of E Primary school are part of SDET, which is an academy trust and a charitable company limited by guarantee and registered in England and Wales with company number 8276210. The Registered Office is at: South Farm Road, Worthing, West Sussex BN14 7AR
- We recognise continuous service from academy/non-academy schools