

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

Tel: 01903 237864

E-mail: office@worthinghigh.net

Website: www.worthinghigh.net



Headteacher: Pan Panayiotou

"Always Pursue Excellence"

COVER MANAGER

Salary Grade 6 (points 20 - 22)

£19,819 - £21,074 (£16,053 - £17,070 pro rata for term time only)

Term time only plus INSET Days

7.30 am - 3.30 pm (35 hours and 25 minutes)

Are you interested in supervising and monitoring the Cover Supervisor team in providing day to day cover for lessons in the absence of a regular teacher to a consistently high standard?

The role will include:

- Managing the Cover Supervisor team of up to 3 staff to ensure cover for lessons where a teacher is absent are delivered to a consistently high standard
- Induction, appraisal and training of cover supervisor team
- Meeting and greeting supply teachers and ensuring they are equipped for the day
- Covering lessons when teacher is absent as part of the cover team
- Liaison with the Office Manager regarding staff absences, staffing for events, planning cover, etc
- Deputising for the Office Manager in his/her absence in matters relating to cover
- Ensuring safeguarding requirements and other relevant regulations are in place and adhered to
- Contributing to the overall Core Values, work and aims of the school.

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 or obtained 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.

Application forms should be posted to Mr Panayiotou, Headteacher, at Worthing High School, South Farm Road, Worthing, BN14 7AR or emailed to vacancies@worthinghigh.net.

Closing date for applications is 24 January 2019 at 5.00 pm

Interviews will be held on 31 January 2019

Tours available on request

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. Clearance will be obtained before employment commences.

Worthing High School 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, part of the South Downs Education Trust, is an academy 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*