

## **Job Opportunity**

### **Part-time Cover Supervisor**

The Governors of this happy and successful school are seeking to appoint a Cover Supervisor. The post will cover 32½ hours per week, term time only plus five training days.

The position will involve:

- Supervising classes or group of pupils in a teacher's absence and administering the work that has been set by the teacher
- Managing pupils effectively during the supervision of their learning
- Supporting pupils in their learning
- Support teachers with the administration, collation and setting of work.
- Invigilate tests and examinations as required

The position will be paid at Level 3, SCP 16-21.... On a term-time only basis, pro rata.

Previous experience is not essential, but it is desirable for applicants for the post to have previous experience of working with children.

Ysgol Bryn Elian is committed to safeguarding children and vulnerable groups. All school employees are expected to be aware of the school's Safeguarding Policy and their responsibility to report any concerns in the appropriate manner and timescales.

An application pack is available at [www.brynelian.conwy.sch.uk](http://www.brynelian.conwy.sch.uk),

Completed application forms, CV and letter of application should be sent to Mrs J Gardner, PA to the Associate Headteacher by FRIDAY 13<sup>th</sup> October 2017 or emailed to [jg@brynelian.conwy.sch.uk](mailto:jg@brynelian.conwy.sch.uk),