Cover Supervisor/Student Services Assistant

Salary range

Grade 3, £19,430 to £24,964 pro rata actual for term time only £16,989-£21,828

Occupation

Education Non-Teaching

Closing Date

Friday 23rd March 2018

Full/Part Time

Full Time

Job Hours

36.5 hours per week, term time only

Contract Type

12 month contract

Criminal Records Bureau

Yes

Job information

Bishop Challoner Catholic College, Institute Road, Kings Heath, Birmingham, B14 7EG
Tel: 0121 444 4161

Bishop Challoner Catholic College is an oversubscribed 11 to 18 very successful school situated in the heart of Kings Heath, Birmingham.

We require a responsible and sensible adult to undertake the role of Cover Supervisor/Student Services Assistant. The purpose of the role is to provide adequate supervision to students in the event of short term teacher absences. This will involve covering complete lessons without teacher support, issuing cover work set by the teaching staff and supervising the completion of this work. The successful applicant will have a strong personal presence and will be confident to work on their own initiative with classes of up to 35 students. The Post holder will need to be comfortable dealing with day to day matters, being appropriately sympathetic or assertive dependent upon the situation. Experience with teenagers is required, together with a calm and cheerful manner. The ability to communicate clearly with students and teaching staff is essential.

In addition to the core purpose of providing lesson cover the successful candidate will be required to provide some supervisory cover at after school study sessions that are mainly held for Year 11 students in preparation for their GCSE’s. Other duties include undertaking exam invigilation and a requirement to undertake break time supervision, usually on a rota basis.

On occasions when there is not a high demand for cover, the successful applicant will be required to carry out duties and responsibilities within the Student Services department.

This post may suit a graduate considering a career in teaching as it would provide a valuable insight into what it would entail to be a successful teacher. Bishop Challoner Catholic College is a designated Teacher
Training School and as such could provide support and training to gain Qualified Teacher Status. This would only apply to candidates of a suitable calibre and is in no way guaranteed.

Please however do not be deterred from applying if you have no long term ambition to become a qualified Teacher, as the Post offered is varied and challenging and would work equally well as a long term career option.

The Position offered is subject to an enhanced clearance from the Disclosure and Barring Service (DBS).

Informal enquiries to Mr Dan Hearnden, Assistant Principal are welcome, d.hearnden@bishopchalloner.bham.sch.uk or 0121 444 4161.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

Application forms are available online at www.bishopchalloner.bham.sch.uk under Vacancies. All applications must be submitted on a CES application form. As we are a Voluntary Aided School Birmingham City Council Application Forms cannot be accepted.