

	<p style="text-align: center;">Oldbury Wells School</p> <p style="text-align: center;">Bridgnorth</p> <p style="text-align: center;">Shropshire</p> <p style="text-align: center;">WV16 5JD</p> <p>Telephone Number : 01746 765454</p>	
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**Cover Supervisor – Permanent Post**  
**Grade 6, £18,870 per annum (pro-rata - actual salary £11,623 per annum)**  
**Term Time only, 27.50 hours per week**  
**REQUIRED AS SOON AS POSSIBLE**

Bridgnorth Area Schools' Trust (BAST) is a multi-academy trust comprising of Oldbury Wells Secondary School, St Leonards CE Primary School, Castlefields Primary School and Alveley Primary School all within the Bridgnorth area.

We are looking to appoint a Cover Supervisor who will work under an agreed system of supervision, to supervise whole classes during the short-term absence of the class teacher under the guidance of teaching/senior staff, including implementing work programmes, managing student behaviour and assisting students in relevant activities in line with the school's policies and procedures. The role will require the post holder to supervise work that has been set by the teaching staff, and to provide feedback to students in relation to progress and achievement. The role will be flexible to include supporting individual or groups of students and assisting specific departments with routine administrative tasks. A comprehensive induction programme and training will be provided.

We are seeking an individual who has:

- Experience of working to support children's learning gained in a relevant environment
- Demonstrate an organised and positive approach to students to encourage their learning
- Well-developed interpersonal skills to be able to relate well to a wide range of people
- Work constructively as part of a team whilst being able to demonstrate initiative

The post will require the successful applicant to be self-motivated, have good communication and organisational skills, a friendly manner and able to work under pressure.

Full details of the role and application process are available from the School's website [www.oldburywells.com/Information/Vacancies](http://www.oldburywells.com/Information/Vacancies)

If you feel you have the qualities to complement our existing team then we would love to hear from you. **Please note CVs will not be accepted.** To apply, please download and complete the application form which should be returned to Mrs Karen Cook, Director of Finance and Business at the school or by email to [karen.cook@oldburywells.com](mailto:karen.cook@oldburywells.com) by the closing date below.

The appointment is subject to satisfactory pre-employment clearances including references, medical clearance and an enhanced DBS Disclosure under the "Rehabilitation of Offenders Act 1974". Further details regarding this check are available by visiting [www.dbs.gov.uk](http://www.dbs.gov.uk). This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

"The ability to communicate at ease with stakeholders and provide advice in accurate spoken English is essential for the post."

**Closing date: 9 am on 25 January 2019**

**Interview date: week commencing 28 January 2019**