



PUBLIC NOTICE

VACANCY FOR COVER SUPERVISOR

The Education & Employment Directorate is seeking to employ a suitably qualified Cover Supervisor to work within Prince Andrew School.

The purpose of the post is to be responsible to the Deputy Head Teacher for arranging cover for absent colleagues. Provide support to pastoral team in mentoring designated student to include the most vulnerable and challenging students personally, socially and academically.

Some of the key tasks include:

1. Maintain a record of cover provided and ensure that assessments and reports are completed in line with the assessment calendar for staff on long term absence or leave.
2. Mark and assess students work when covering for staff on long term absence or overseas leave.
3. To plan, deliver and evaluate the effectiveness of intervention in support of young people.
4. To evaluate student progress against the mentoring programme and maintain accurate records and provide written reports.
5. Responsible for promoting the discipline and welfare of all students. This includes an active participation in school-based groups to promote the welfare of all school students.
6. Responsible for monitoring and follow up on behaviour of students in accordance with the Whole School Behaviour Policy and recording details of such on SIMs. This includes supervision of lunchtime and after school detentions and contacting parents as and when required.

Applicants must have GCSE Maths and English at Grade C or above and at least 2 years experience as a Higher Level Teaching Assistant or Teaching Assistant.

The ideal candidate must be highly self motivated, reliable, have good interpersonal skills and have the ability to apply objective judgement when making decisions.

Salary for the post is I.1 commencing at £8,801 per annum. The successful applicant however may be required to start in the training grade.

The Education & Employment Directorate is committed to safeguarding and promoting the welfare of children and expects all staff to uphold these principles. All appointments are subject to a satisfactory medical check, references and vetting or DBS Disclosure.

For further details regarding this post, interested persons should contact Mrs Penelope Bowers, Ag Headteacher, Prince Andrew School, on telephone number 24290 or (e-mail headteacher.pas@princeandrew.edu.sh)

Application forms which are available from Education & Employment Directorate and Corporate Human Resources should be completed and submitted, through Directors where applicable, to the Ag Administration Officer at the Education Learning Centre or e-mail santana.fowler@sainthelena.gov.sh by no later than 4pm on Monday, 01 October 2018.

SHG positively accepts applications from all members of the community regardless of race, gender, disability, age, sexual orientation, religion or belief, and will consider all applications on the basis of merit, in accordance with the person specification. All disabled applicants meeting the minimum criteria listed in the job profile will be guaranteed an interview.

Mrs Shirley Wahler
Director of Education & Employment

18 September 2018