

**COVER SUPERVISOR
FULL-TIME, TERM TIME ONLY (32.5 HOURS PER WEEK)**

**HALL GREEN SCHOOL (AN ACADEMY)
SOUTHAM ROAD
HALL GREEN
BIRMINGHAM
B28 0AA**

Posted: Friday 10 November 2023
Dates: Apply by 09.00 am, Friday 24 November 2023
Salary: Grade 3, Point 9-22 £25,119.00-£31,364.00 (actual £19,642.00-£25,092.00)
Location: Birmingham
Contract Type: Full Time, Term Time only (32.5 hours per week)
Contract Term: Permanent
Organisation type: Mainstream with Resource Base
Phase: Secondary
Funding status: State Converter Academy since February 2012
Gender: Mixed

We are seeking an inspirational and motivational Cover Supervisor with the drive, commitment and creativity to support us in providing the best possible opportunities for our pupils.

Hall Green School is a very popular, heavily oversubscribed and academically successful 11-16 Converter Academy. We are a highly diverse institution, both ethnically and as a fully accessible mainstream school, attracting pupils from across the city with physical disabilities. We have wonderful pupils who fully contribute to the school's 'caring, nurturing and inclusive culture' described by Ofsted (2019) as 'a welcoming and inclusive school' where 'pupils are happy, and they achieve well' and the 'positive relationships between pupils and staff are a hallmark of the school'.

You will be working 32.5 hours per week, excluding a 30-minute lunch break – Monday to Friday, term-time only.

We are seeking a colleague who can:

- supervise work that has been set in accordance with school policies
- manage the behaviour of pupils whilst they undertake this work, ensuring a constructive classroom environment
- respond to questions and requests for help, from pupils
- report back on progress to Departmental and Pastoral Teams as necessary
- in periods when cover may not be required can be flexible enough to respond to other tasks such as examination invigilation, admin and general support.

Most importantly, we are looking for a candidate who shares the school's approach and commitment to the success and wellbeing of its young people. You are warmly invited to speak to the Headteacher and to make an appointment to visit the school in action.

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

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

I strongly recommend you visit the school to meet us and find out more about the role. Please contact my PA, Mrs Paula Elliott, to arrange a convenient time.

Hall Green School is committed to safeguarding and promoting the welfare of its pupils and expects all those working at the School to share this commitment. If you are shortlisted online searches may be carried out as part of due diligence checks (i.e. Google and Social Media Platforms). The successful applicant will be subject to the following checks: enhanced DBS, Childcare Disqualification (where applicable), a prohibition from teaching (where applicable), qualifications (where applicable), medical fitness, identity and right to work. All applicants will also be required to provide two suitable references.

The closing date for applications is 9.00 am on Friday 24 November 2023.

For further details and an application pack please see the school website www.hallgreen.bham.sch.uk or email recruitment@hallgreen.bham.sch.uk.

Please note that all applicants must complete the school's application form only. Any other form of application or CVs alone will not be accepted.