



## Queen Mary's Grammar School

Headmaster: R J Langton, M A

### Cover Supervisor

Queen Mary's Grammar School, Walsall is an invigorating and rewarding place to work: the students are engaged and committed to study; the staff are intelligent, friendly and forward looking.

We are continually looking to appoint an enthusiastic, dynamic and dedicated Cover Supervisor to join our collaborative and supportive team. The ideal candidate will be required to supervise classes during the absence of teachers, under the guidance of the Cover Manager and teaching/senior staff, to implement programmed work with students in or out of the classroom. It is important that the ideal candidate is able to work constructively as part of the teaching team, understanding classroom roles and responsibilities and their position within these.

You will ideally have experience of working within a cover supervision role within a school context. You are someone who is flexible, able to use initiative and keep calm under pressure or during any unexpected circumstances. You are someone who has good numeracy and literacy skills, has a familiarity with ICT, and understands how to support learning. The ideal candidate requires the ability to deal with colleagues and students in an appropriate manner

If you would like more information about the role, please contact Simran Sahota (HR Executive) by emailing [s-sahota@qmgs.walsall.sch.uk](mailto:s-sahota@qmgs.walsall.sch.uk).

Applications should be made using the application form available from the School website at [www.qmgs.walsall.sch.uk](http://www.qmgs.walsall.sch.uk), accompanied by a supporting statement of no more than two sides of A4 in which you should set out how your experience and expertise match the requirements of the role. An applicants' information pack is also available from the School website.

**Completed applications should be sent to [s-sahota@qmgs.walsall.sch.uk](mailto:s-sahota@qmgs.walsall.sch.uk)**

*Queen Mary's Grammar 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. Safeguarding and Safer Recruitment Policies can be found on our website. This position is subject to appropriate vetting procedures including a criminal record check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions as part of the recruitment process.*