



Full/Part Time Cover Supervisor

**Full time equivalent starting salary £22,684 gross per annum
(actual pro rata salary £17,851 for 33.5 hours per week)
(Hillview Range 5 Point 6-9)**

**Hours of work: Between 8.15am-3.30pm (33.5hrs are full time hours per week)
Term-time only, plus Inset days**

WHY CHOOSE US?

Do you want to be part of a community which offers a positive, exciting and rewarding place to work? Hillview School for Girls is a popular, high achieving, non-selective school based in Tonbridge, Kent. Working for us will give you the opportunity to work alongside enthusiastic subject specialists and engage with creative pedagogical development.

We pride ourselves on having a calm and focused classroom environment where students are keen to learn and achieve and appreciate their teachers' dedication and support. Our high expectations and aspirations for our students has placed the school, repeatedly over time, as one of the highest achieving non-selective schools in Kent.

We are looking for enthusiastic Cover Supervisors to join our friendly team. As a Cover Supervisor, you will supervise lessons, across all year groups, when the regular class teacher is unavailable. In addition, at certain times of the year the post holder may also assist with the invigilation of examinations.

Key Duties and Responsibilities

- Supervise lessons for teachers when they are absent from the classroom.
- Take an on-line register during all lessons that are covered.
- Be proactive in ensuring that pupils complete the work that has been set by the absent member of staff.
- Collect all work at the end of the lesson and return it to the member of staff's pigeonhole.
- Work with the school staff to uphold the school's Behaviour Policy.

Please use the contact details below if you would like the opportunity to tour the school or to discuss the role informally before making an application.

**Please return a completed application form, to Mrs A Dennett, HR Manager, Hillview School for Girls,
Brionne Gardens, Tonbridge, Kent, TN9 2HE or by email: dennetta@hillview.kent.sch.uk
Tel: 01732 352793 Ext 180**

Closing date: Monday 5 February 2024

Interview date to be confirmed

(The school may interview early in the case of an exceptional candidate)

Hillview School is committed to safeguarding and promoting the welfare of all our students and we expect all staff to share this commitment. The successful candidate will be subject to an enhanced DBS check.

