

Castle Donington College

Cover Supervisor

Salary £16,515 - Grade 7 Point 11

35 hours per week (08.00-15.30) / 39 weeks, term time only

We are seeking to appoint a Cover Supervisor to join our team of dedicated and friendly staff. The successful candidate will be able to support and supervise pupils, organise and deliver set work in the absence of a teacher. They will enjoy working with young people and be able to maintain good order, keep students focused and allow learning to take place.

Further information and/or an Applicant Pack is available on our website www.cdcollege.uk or from Lorraine Deley, PA to the Principal.

To apply;

1. Complete the application form and attach a letter of application, no more than two sides of A4, which sets out your experience to date and what you feel you can contribute to the post. Ensure that your letter of application presents your current expertise and experience.
2. Email the application form and letter to: ldeley@cdcollege.uk

Or

Post in an envelope clearly marked 'Administration Officer Vacancy' to:

Lorraine Deley, Principal's PA
Castle Donington College
Mount Pleasant
Castle Donington
Derby
DE74 2LN

| | |
|---------------------|--|
| Closing Date | 09.00 Monday 28 th September 2020 |
|---------------------|--|

If you are shortlisted you will be contacted by email with further details prior to interview.

Due to the global pandemic, interviews will be held on line in the first instance. Successful candidates will then be invited into the College to meet our students, demonstrate their skills and suitability for the post.

Castle Donington College is committed to safeguarding and promoting the welfare of pupils and young people and expects all staff and volunteers to share this commitment. This post is designated as a *Regulated Activity* and the post holder will be subject to an enhanced DBS disclosure check.

Please be aware, as the applicant, you are responsible for ensuring your application reaches us before the deadline/closing date. Late applications will not be accepted.