

HEADTEACHER:
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THE LATYMER SCHOOL

Founded 1674

COVER SUPERVISOR / INTERN

(Fixed Term Contract) Term Time Only - Monday to Friday: 8.30am – 3.45pm)

We are seeking to appoint a reliable and enthusiastic person to work in the school on a fixed term contract. The main role will be to cover classes when staff are absent, although involvement in other aspects of school life such as drama, music or sport would be welcomed. The position would be ideal for someone who has recently completed a degree, and is considering a career in education, and is wanting to gain some experience of working in a highly successful grammar school. The role will include:

- Managing pupil behaviour in the classroom
- Assisting pupils in relevant activities in line with school policy and procedures.
- General staff support duties such as administrative tasks and accompanying teachers on school trips

An ability to show initiative and a willingness to contribute to the general life of the school is desirable.

Further information and a copy of the application form can be found on our web-site: www.latymer.co.uk. Please complete the form for non-teaching staff and email with a letter of application to recruitment@latymer.co.uk

Salary – Local Government Scale SC1 (from £17,961 per annum full time, depending on age and/or experience)

Closing date for returned applications: **10am on Tuesday, 3rd July 2018**

(However, applications are encouraged and will be accepted before the deadline).

The Latymer School is committed to safeguarding and promoting the welfare of young people. We expect all staff to share this commitment. Any offer of employment is subject to a satisfactory 'Enhanced with a Barred List Check' through the Disclosure and Barring Service.

The Latymer School is an equal opportunities employer