



Cover Supervisor and Curriculum Support Assistant

Term time only, 36 hours per week

**Starting salary, NJC scale 3, £28,548 full time equivalent.
Pro rata, for 39 weeks of the year is £24,853 including 36 days' holiday pay.**

To start in September 2024

As one of the most successful and over-subscribed, non-selective schools in South West London with Music and Mathematics as a specialism, we are a truly inclusive and dynamic place to work.

The successful candidate will supervise whole classes during the short-term absence of teachers. Teachers are responsible for setting the work for pupils in their absence. The Cover department also supports the administration needs of particular curriculum areas in the school and are called upon for invigilation duties during internal and public examinations, when necessary. Candidates must be confident in modelling and setting high expectations of conduct in the classroom and provide efficient and effective administrative support. A good standard of computer skills, literacy and the ability to prioritise is essential for this post.

As a vibrant school of just over 1,000 pupils with a thriving academic Sixth Form, Saint Cecilia's is also a caring Christian community, and together with a close-knit team of dedicated teaching and support staff, has achieved excellent academic success. Whilst candidates must be in sympathy with the aims of a Church of England School, a Christian commitment is not essential.

Located close to Wimbledon Lawn Tennis Club, Saint Cecilia's is well connected to central London and the West End, as well as the tranquil Surrey countryside, by exceptional transport links. The school lies within the Inner London Weighting area, which adds a significant increase to salary.

The nearest underground station is Southfields (District line – Zone 3 and less than a five-minute walk), which is only five minutes from Wimbledon station and 16 minutes from Earl's Court. The area is well served by numerous bus connections to Clapham Junction and Richmond.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expect all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS check. The school will research all shortlisted candidates on social media platforms and the internet, and the recruitment panel may take this information into consideration during the recruitment process. The online checks will be carried out by Social Media Check, an independent agency.

Please note we do not accept CVs.

To apply for this post, please access the application form on our website www.saintcecilias.london/workforus and send to applications@saintcecilias.london

The deadline for applications is 9.00am Monday, 3rd June 2024