

Woodhouse Eaves, Loughborough, Leicestershire, LE12 8QY

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Head Teacher: Mr J Brooks B Ed (Hons) NPQH



Where we aspire, nurture, personalise,  
engage and promote success

January 2020

Dear Applicant

### **Cover Supervisor**

Thank you for your interest in the post of Cover Supervisor at Maplewell Hall School.

We are seeking to appoint an enthusiastic and able individual who will be able to supervise whole classes of SEND pupils, deliver their appropriate set work and ensure that the work is completed in the absence of the subject teacher.

Your role is to prepare the learning environment and the materials needed for the lesson, managing behaviour in accordance with the schools behaviour policy. The nature of the role means you will need to be highly adaptable, be able to understand and interpret the teachers lesson plans and requirements for set work. An awareness of requirements across a variety of core subject areas and educational key stage levels is a must.

Maplewell Hall is a special school for students with moderate learning difficulties and Autism aged 11 – 19 years. At present there are 235 students on roll, (195 students 11-19 in main school and 40 students 11-16 within our expanding MAP provision). We provide a vibrant and engaging curriculum to develop the students' confidence, academia and practical life skills, preparing them for their next steps in life.

The school is situated in extensive grounds in Charnwood Forest just outside Woodhouse Eaves and is six miles from Loughborough. Maplewell Autism Provision (MAP) opened in September 2016 and continues to grow and provides personalised learning for students with high functioning Autism.

Working with our students at Maplewell is both challenging and rewarding. We have a strong academic ethos and high aspirations for our students who are extremely well motivated. Our team of staff work together to develop students' confidence, academic and practical life skills, preparing them for life after school.

This permanent post is paid on Local Scale Grade 7, £19,947, 32 hours per week, 39 weeks per year, £14,692 per annum (actual).

Maplewell Hall has a commitment to safeguard and promote the welfare of children and young people. We have robust processes and procedures to reduce risk and continuously promote a positive culture of safeguarding amongst our workforce.

The post you are applying for involves working with children and young people and you will be subject to Maplewell Hall's safer recruitment process.



This post is exempt from the Rehabilitation of Offenders Act 1974 and subject to an enhanced DBS Disclosure check. The Rehabilitation of Offenders Act 1974 aims to ensure that offenders who have not re-offended for a period of time since their conviction are not unfairly discriminated against when applying for jobs. The post you are applying for is exempt from this Act due to the nature of the work to be undertaken. This means you are NOT entitled to withhold information about convictions, cautions, reprimands and final warnings, which for other purposes would be regarded as spent.

The closing date for completed application forms is **9am on 27<sup>th</sup> January 2020** and interviews will be held w/c **3<sup>rd</sup> February 2020**. If you have not heard from us by 21<sup>st</sup> February 2020 you can assume that, in this instance, you have not been successful.

We wish you every success in the future and if you require any further information or would like to visit the school, please contact us.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Brooks', with a long horizontal flourish extending to the right.

Mr J Brooks  
Head Teacher