

Lutterworth College  
Bitteswell Road  
Lutterworth  
Leicestershire  
LE17 4EW



## COVER SUPERVISOR

(Permanent post, to start as soon as possible)

8:30am – 3:15pm Monday to Friday with a 40 minute unpaid lunch break term time only, plus a balance of 6 hours to attend training days and other events that may take place outside normal working hours.

Grade 7 (Pt 11-14): £14,296 - £15,170 per annum (actual salary)

***“Pupils are friendly and outgoing. They are curious and have excellent study habits”***

*(Lutterworth College Ofsted, November 2017)*

The role of the Cover Supervisor is essential to provide assistance to the teaching departments by delivering lessons already prepared by the teacher. Assisting students to understand the nature of the work set, managing student behaviour and minimising the impact of the teacher's absence on their learning. The role is ideally suited to candidates who are considering teaching as a future career.

### ***We would like from you:***

To have excellent communication and interpersonal skills.  
To have GCSE A\*-C or equivalent in Maths and English.  
To be a team player with loads of energy and enthusiasm.  
To have the ability to make a significant contribution to the outcomes for our students.  
To be able to demonstrate sufficient knowledge and understanding to enable students to progress with their learning.  
Experience of working with students.

### ***We can offer you:***

A strong commitment to your training and development.  
Fantastic students who are a pleasure to work with.  
Excellent facilities & resources.  
The opportunity to make a real difference to students' lives.

For further information and details of how to apply please refer to the **Recruitment Booklet** by visiting the vacancies page of our website [www.lutterworthcollege.com](http://www.lutterworthcollege.com) and return completed application forms to:

Diane Orton E-Mail: [d.orton@lutterworthcollege.com](mailto:d.orton@lutterworthcollege.com)

**Closing date: Friday 2<sup>nd</sup> September (9am)**

**Interview Date: To be confirmed**

*The Lutterworth Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of appointment will be conditional upon a variety of pre-employment checks including an enhanced DBS disclosure, satisfactory references, evidence of your right to work in the UK and a satisfactory Health Check*

# Job Description

Post Title:	Cover Supervisor
Purpose of Post:	The role of the Cover Supervisor is essential to provide assistance to the teaching departments by delivering lessons already prepared by the teacher. Assisting students to understand the nature of the work set, managing student behaviour and minimising the impact of the teacher's absence on their learning.
Reporting To:	Administration Assistant (Cover & Safeguarding)
Salary / Grade:	7 (Points 11-14)
Hours:	8:30am - 3:15pm Monday to Friday term time only plus a balance of 6 hours to attend mandatory training days and other events that may take place outside normal working hours. Working patterns are reviewed on an annual basis and may need to be varied to meet operational needs.

## Main (Core) Duties

The Cover Supervisor must demonstrate sufficient knowledge and understanding to be able to help the students with whom they work make progress with their learning.

### Core Activities:

- In the absence of a teacher, provide supervision and be solely responsible for a class of students during lesson time
- Liaise with teachers and/or pastoral care staff with regard to the work set for a class
- Communicate the work set by the class teacher to the pupils/students
- Respond to any questions from pupils about process and procedures
- Motivate students to complete their tasks
- Deal with any immediate problems or emergencies according to college policies and procedures
- Be responsible for classroom management and organisation, implement the college behaviour policy and report back on student behaviour during class as appropriate, using agreed referral procedures
- Support students in the classroom, including those with poor literacy, numeracy and organisational skills, when no cover allocated
- Ensure the health, safety and welfare of students supervised
- Collecting any completed work after the lesson and return to the appropriate teacher
- Accompany teaching staff and students on educational visits

### Support the School by:

- Being aware of, and upholding the School's policies and procedures, and when appropriate contribute to the development of them
- Being aware of confidentiality issues linked to home/student/teacher/school work and keeping confidences as appropriate

- Participating in appropriate meetings and training activities
- In accordance with the School's guidance and policies providing comfort and immediate care in case of minor accident and upsets – report serious problems to appropriate person for action
- Undertaking any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with recognised Trade Unions

### Additional duties to include:

- As part of a team of support staff, provide assistance with the invigilation of examinations if required
- As a member of staff working in an educational setting to have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and well-being of students
- To ensure awareness of and compliance with personal responsibilities and requirements communicated to me in School policies and procedures including Health & Safety
- As a member of staff in a School that works in partnership with other organisations, to contribute to the development and sharing of good practice into partnerships with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations
- May be required to be an appointed person for first aid
- May be required to accompany and supervise students on educational visits
- As a member of staff in a school setting you will have the opportunity to participate in programmes for mentoring students and to participate in extra curricular activities
- To carry out such other duties which may be required from time to time within the grading of the post
- To work across Lutterworth College where appropriate – this may mean working in more than one school