

Job Description

Job Title: Cover Supervisor
Location: Newham

Core Purpose:

Cover Supervisor provides cover for lessons when teachers are absent.

This is a non-teaching role.

Main Duties and Responsibilities:

- Supporting students to complete tasks set during lessons to develop both subject knowledge and independent study skills;
- Supporting students in developing both independent study skills and revision skills
- To supervise learners in a classroom setting, to distribute work to the learners as supplied by absent teachers and to ensure the learners get on with the work set.
- To liaise with the teachers of the lessons they cover to provide feedback as to the work done by the class and particular students where appropriate.
- Through liaison with their line manager, develop a wider interest in the work of the College and to develop skills which both interest them and the College needs towards their own personal and professional development.
- Undertaking break and lunchtime duties as required
- Be able to show authority in the classroom and manage student behaviour

Health and Safety Requirements

- Know and abide by the Health and Safety Rules within the UTC.

Equal Opportunities

- Maintain and demonstrate a good understanding and knowledge of equalities legislation and the School's Equality and Diversity policies as applicable to the role.

Safeguarding

- Maintain and demonstrate a good understanding and knowledge of Safeguarding Children and the School's Safeguarding policies and procedures as applicable to the role.

Professional Development

- Maintain and update your own knowledge and skills in line with the requirements of the role.
Attend meetings as required.
Undertake any additional training highlighted by line management feedback.
Lead by example to maintain a high standard of professionalism.

Other Duties

- Adopt a professional approach at all times and ensure all areas of personal activity comply with standards laid down by the UTC.
- Carrying out other duties which the Principal or leadership team may request

This job description is intended as a guide to the general duties and responsibilities of the post which will change from time to time according to the needs of the College. It does not form part of the terms and conditions of employment. The post holder will be expected to undertake the duties commensurate within the range and grade of the post or any other reasonable duties as directed by the CEO.

