



NEW COLLEGE LEICESTER



COVER SUPERVISOR

JOB DESCRIPTION

JOB TITLE: Cover Supervisor

GRADE/SALARY: Grade 4 – Points 7-10 – (Actual salary £13,992 - £15,145)

HOURS: 30 hours per week, 39 weeks per year

RESPONSIBLE TO: Director of Learning for Inclusion

JOB PURPOSE: To supervise prepared lessons in the absence of a class teacher, ensuring that in doing so the students' learning and development is continued and maintained.

Major Objectives: These will include, as appropriate, those that reflect key corporate priorities, for example, cultural diversity, social justice, environmental quality and economic prosperity.

- Supervise whole class to undertake work/activities that have been set by teachers in accordance with the college policy, including introducing and closing the class
- Take the register in accordance with the college procedures
- To ensure work set by teachers is completed
- Manage the behaviour of students whilst undertaking cover supervision to ensure a conclusive learning environment
- To ensure Health and Safety regulations are adhered to
- To adhere to and promote the ethos, aims, policies and practices of the College
- To implement and promote the College's policies and procedures relating to all areas of employment and service delivery

Summary of Job Tasks: The tasks listed are, generally, only those taking at least 10% of the postholder's time.

- Provides supervision to an assigned class during lesson time, in accordance with the college cover supervision policy.
- Communicates the work set by the class teacher to students and ensures that they are aware of the teacher's expectations during the course of the lesson with regard to task completion.
- Motivates students to complete tasks set by the class teacher and encourages them to interact and work co-operatively with others to ensure that all students are engaged on the set task.
- Manages the behaviour of students to promote and maintain order and a calm working environment, including the implementation of the college's behaviour policy.
- Promotes the inclusion and acceptance of all students with the classroom and school.
- Ensures the health, safety and welfare of students is maintained at all times.
- Liaises with teaching staff regarding the work set for assigned classes and with pastoral staff as necessary.

- Report back, as appropriate, using the colleges agreed procedures on the behaviour of students during the class, and any issues arising.
- When not required to cover for absent teachers, other duties will be carried out by arrangement with the Director of Learning
- Implements the appropriate College policies.

Term of contract: This position is subject to the satisfactory completion of a six-month probationary period.



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PERSONAL SPECIFICATION

A. Training and Education	<ul style="list-style-type: none"> Literacy and numeracy skills to NVQ3 or equivalent GCSE in English and Maths or equivalency 	E D
B. Experience	<ul style="list-style-type: none"> Experience of working in an education environment Experience of working with children/young people 	D D
C. Equal Opportunity	<ul style="list-style-type: none"> Must be able to recognise discrimination in its many forms and willing to put the College's Equality Policies into practice. 	E
D. Other Skills	<ul style="list-style-type: none"> Good interpersonal and communication skills Ability to manage the behaviour of students and maintain order and a calm working environment Ability to motivate students Ability to liaise with colleagues, parents and students effectively To form effective working relationships with staff at all levels Ability to work under pressure and to tight deadlines Ability to work on own initiative but take instruction as required To handle a variety of tasks and situations in a controlled and systematic manner, according to perceived and defined priorities Ability to work as part of a team as required ICT competence in a variety of applications Ability to respond quickly and meet deadlines Presence and self-confidence when dealing with young people. 	E E E
E. Other conditions Including any hazardous or environmentally adverse conditions	<ul style="list-style-type: none"> Has attended or is willing to attend half-day/full-day courses on aspects of the curriculum, e.g. literacy, numeracy, ICT, behaviour management, etc. Must satisfy relevant pre-employment checks. Must be willing to undertake First Aid training. <p>Must satisfy relevant pre-employment checks.</p> <ul style="list-style-type: none"> This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced Disclosure Barring Scheme (DBS) check. This exemption means that applicants for this post are required to declare all criminal convictions, cautions, reprimands and bind-overs both spent and unspent in their application, regardless of the passage of time. 	E E E