|  |  |
| --- | --- |
| **Job description: Cover Supervisor**  **Our Mission**  **Our purpose is to inspire a love of learning, empower our college community with the knowledge and skills to help them make meaningful choices and contribute positively to the world in which we live**    **To achieve excellence in all aspects of school life.** | |
| *Thurston Community College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.* | |
| **Summary of the role:** | * To supervise students for absent teachers, undertaking work which has been set in accordance with the college policy * To manage student behaviour and deal promptly with conflict and incidents in line with established college policy. |
| **Line management** | Responsible to the VP CSS |
|  |  |
| **Main duties and responsibilities:** | **General**   * To work with other professionals, both internal and external when necessary. * To adhere to and work within the College’s practices and policies including relating to Safeguarding, Health & Safety, Data Protection, Confidentiality, and Equal Opportunities * All staff have a responsibility to safeguard and promote the welfare of children and young people within the College. * Carry out a range of additional duties that may arise from time-to-time in accordance with the nature of the role and level of responsibility. * Undertake any other duty deemed reasonable by the Principal of the College.   **Main Responsibilities**   * To supervise students for absent teachers, undertaking work which has been set in accordance with the college policy * To manage student behaviour and deal promptly with conflict and incidents in line with established college policy. * Deal with any immediate problems or emergencies, in the absence of the teacher, according to the college’s policies and procedures. * Support students by responding to their individual needs and promote the inclusion and acceptance of all students in the classroom. * Provide feedback to students in relation to progress and achievement. * Return the work completed by students to the appropriate teacher and feedback on any behavioural or other issues, using the college’s agreed referral procedures. * Monitor and evaluate students’ responses to learning activities through observation and recording of achievement and provide feedback/reports as required. * Use ICT effectively to support learning activities and develop students’ competence and independence in its use. * Liaise sensitively and effectively with parents/carers as agreed with the teacher. * Undertake activities as directed by the teacher, with whole classes, individuals or small groups of students. * Be responsible for the organisation, classroom maintenance, setting out, clearing away and care of resources to create a purposeful and attractive learning environment. * Demonstrate creativity in assisting with the practical resourcing of the classroom. * Follow the college policy documents and schemes of work and keep updated with college documentation. * Support teachers in selecting and preparing teaching resources that meet students’ needs and interests. * Under teacher overall control, accept shared responsibility for the creation of a safe environment for students within and outside the classroom and comply with the appropriate policies and procedures, report all concerns to an appropriate person. * Under the supervision of the Principal or other designated teachers, to invigilate internal and external examinations. * Attend and participate in regular meetings and participate in training and other learning activities, as required. * Carry out other tasks as reasonably requested by the Principal |