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| **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.
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| **Line management** | Responsible to the VP CSS |
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| **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
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