Cover Supervisor

Core Purpose:

The role of the Cover supervisor is to supervise students carrying out pre-prepared exercises when teaching staff are on short-term absence. The cover supervisor's main job is to manage a classroom, ensuring that students remain on task with the work they have been set, managing student behaviour and ensuring a safe environment. In addition, when not covering a specific class, the cover supervisor will maintain the reflection room and supervise students in this environment. Administration tasks will be completed to maintain the smooth running of the school.

Reporting to: Data Manager and Vice Principal

Supervising and Class Management
Supervise allocated classes by delivering pre-planned material to ensure students achieve progression of learning through: • Provide students with and supervise work that has been set by the teacher • Register the class on Cloud school in accordance with the schools attendance policy • Manage the behaviour of students whilst they are undertaking this work to ensure a constructive and positive environment • Respond to any questions from students and provide support and guidance • The jobholder wherever possible will actively engage in the teaching and learning of students • Deal with any immediate problems or emergencies according to the school's policies and procedures. • If required, collect completed students' work after the lesson and pass to the appropriate teacher • Complete cover lesson feedback form or equivalent and return to the appropriate teacher • Use the school's agreed behaviour management procedures, on the behaviour of students during the class and on any problems arising • Use the school's Positive Behaviour points for commended behaviours • Liaise with the Subject Leader to ensure the implementation of department policy and best practice.
Reflection Room Supervision
• Supervise students sent to or arrived from classes to the reflection room • Follow the reflection procedures ie. Phone removal, completion of reflection room form by students

- Complete the reflection Room Booth log spreadsheet
- Keep the reflection room tidy and well stocked with study resources
- Liaise with on call as appropriate to maintain behaviour protocols

Other Professional Requirements

- Operate at all times within the stated policies and practices of the UTC.
- Know subject(s) or specialism(s) to enable effective supervision
- Be aware of and support difference and ensure that students have equality of access to opportunities to learn, develop and achieve..
- Take account of wider curriculum developments.
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- Endeavour to give every student the opportunity to reach their potential and meet high expectations.
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection; and report all concerns to an appropriate person.
- Contribute positively and effectively to the Every Child Matters agenda; co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the UTC, department and students.
- Contribute to the corporate life of the UTC through effective participation in meetings and management systems necessary to coordinate the management of the school.
- Take part in marketing and liaison activities such as open evenings and events with partners
- Take responsibility for own professional development and duties in relation to UTC policies and practices.
- Liaise effectively with colleagues

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the UTC and the professional development of the staff.

This job description may be reviewed at any time in consultation with the post holder.

Selection Criteria

Qualifications	
Essential	**Desirable**
- Numeracy and literacy skills equivalent to NVQ Level 2 or GCSE Grade C in Maths and English or grade 4 Maths and English - Education to include level 3 qualifications	Degree level qualification or further relevant professional studies

Experience	
Essential	**Desirable**
- Experience of working with students of the relevant age - A good understanding of how IT can support and enhance teaching and learning	- Experience of innovative and successful collaboration with business and the community - Commercial experience. - Pastoral experience for students - Experience of use of innovative approaches to development of teaching and learning

Knowledge/skills/abilities	
Essential	**Desirable**
- Ability to form positive, respectful relationships with students and staff - Ability to create an ethos and which enables all students to achieve their potential - Ability to work with minimum supervision as part of a team.	- The ability to analyse and interpret student performance data to support learning - Knowledge and understanding of current curriculum developments - understanding of the subjects being supervised - Ability to challenge self, staff and students to develop new outcomes through an entrepreneurial attitude

Equality and Diversity	
Essential	**Desirable**
• Demonstrable knowledge and understanding of, and commitment to, equality of opportunity and inclusive education	• Knowledge of appropriate national standards • Understanding of multicultural issues in the context of a secondary school
Other requirements	
Essential	**Desirable**
• Ability to work under pressure • Good communication skills • Ability to prioritise • A 'can do' attitude • Must be able to maintain the right work/life balance	• Ability to turn hand to anything during early phases

Appropriate support and training will be given in the protocols and procedures of UTC Oxfordshire