**JOB DESCRIPTION**

**Post Title:** Enhanced Cover Teacher

**School:**  Newton Abbot College

**Working Hours:** 22.5 hours per week, 07:15 to 15:15, (Tuesday, Wednesday and Thursday) to include half an hour unpaid break for 39 weeks.

**Salary Grade:** Scale 5 Point 16-18 (£28,282 - £29,269 FTE) / MPS1

**Contract Type:** Fixed-term September 2024 – August 2025.

**Responsible to:** Deputy Headteacher

**Role Description**

To provide continuity of learning through the administration of cover and the supervision of whole classes during the short-term absences of teachers. To provide wider support within specified areas to ensure continuity of student learning and progression.

**Main duties as the Emergency Cover Co-ordinator**

* Manage notifications of absence from college staff via the college’s sickness reporting system, and arrange cover where appropriate.
* Process absence information and carry out administrative tasks to ensure absence records are up to date.
* To ensure that the personnel providing cover are issued with relevant documentation such as registers, photo lists and cover work.
* To organise the distribution of supply teacher ‘packs’ and ensure relevant safeguarding practices are adhered to with regard to the supply of information.

**Main duties as Cover Teacher:**

* To supervise the learning of whole classes in all subjects across the college where the activities have been planned by teachers.
* To supervise tutor periods, where necessary.
* To provide key staff with relevant information about student performance during supervised sessions in order to ensure they are informed of the student’s progress.
* To take part in appropriate meetings and training as identified by Newton Abbot College.
* To support the corporate life of Newton Abbot College and project a positive image of the College.
* To be committed and sensitive in ensuring the equality of opportunity of students.

When not required to supervise whole classes or tutor groups the Cover Supervisor will be expected to assist in supporting student learning in a variety of specified areas, in accordance with college requirements. This may include:

* Assisting in classrooms in a SEND capacity
* assisting key staff in the planning, monitoring and delivery of interventions targeted within the Pupil Premium and catch up programmes
* provision of cover in the Protected Learning Room
* exam invigilation

**Support team**

* To support the achievement of the college’s objectives by working proactively with colleagues on projects or activities outside direct area of responsibility as required.

**Other duties**

* All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
* The Trust operates a Smoke-Free Policy, and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
* To support the achievement of the college’s objectives by working proactively with colleagues on projects or activities outside direct area of responsibility as required.
* To conduct oneself in a manner befitting a member of staff at all times, ensuring behaviours that display positivity to others.
* To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and students at the college.
* To follow the college’s ICT policy for safe use of ICT.
* To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the college’s safeguarding policies. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS.
* To place the safeguarding of all children in the college as the highest priority.
* To comply with legislation, policies and procedures relating to confidentiality and data protection, reporting any concerns to the appropriate person.
* To work in compliance with the codes of conduct, regulations and policies of the college and its commitment to equal opportunities.
* To comply with the college’s Health & Safety policy and statutory requirements .
* To undertake any other additional duties not detailed above as required and as specified in the college Teachers’ Pay and Conditions document, as long as they are commensurate with the level of the job.

**This is not an exhaustive list of duties; they may be varied from time to time without changing the general character of the job or the level of responsibility. A high degree of flexibility and adaptability is an important element of this role.**

**This is a description of the role as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.**

Signed: ………………………………………………………………Date: ……………………………………………………………

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Ivy Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are expected to undergo Disclosure and Barring and employment checks.