

JOB DESCRIPTION

COVER SUPERVISOR

Responsible To:	Deputy Principal
Full Time:	37 hours per week, term time only
Salary:	Support Staff Salary Scale Point 9 - 11

JOB OVERVIEW

As a Cover Supervisor within our Sixth Form College, you will play a crucial role in ensuring the smooth running of daily operations by providing cover for absent teaching staff. You will supervise and engage students in a variety of subjects at both Level 2 and Level 3, fostering a positive learning environment and maintaining high standards of behaviour. You will be responsible for organising short term cover. This role is ideal for individuals with a passion for education, excellent communication skills and the ability to adapt to diverse classroom settings. This role would suit someone who is looking to start their PGCE, or considering a career in teaching, but we welcome applications from a variety of candidates.

RESPONSIBILITIES

- Effectively manage classrooms in the absence of regular teaching staff.
- Implement pre-set work and activities to maintain continuity in the learning process.
- Ensure a positive and inclusive learning atmosphere conducive to student engagement.
- Uphold and enforce the College's behaviour policies, addressing any behavioural issues promptly and in line with the College's procedures.
- Foster a respectful and supportive learning environment.
- Collaborate with subject departments to ensure smooth curriculum delivery. Specific knowledge of any subject is not required.
- Maintain open and effective communication with teaching, management and support staff.
- Report any issues, concerns or incidents promptly using the College concern system.
- Attend meetings and staff development opportunities as required.
- Keep accurate records of daily cover assignments including the work covered and any issues arising.
- Provide feedback to teaching staff regarding student's progress during cover sessions.
- Ensure the safety and well-being of students during cover sessions.
- Familiarise yourself with emergency procedures and evacuation plans.
- Stay informed about educational trends and best practices.
- On days where no cover is needed, be willing to undertake a variety of administrative tasks as appropriate.
- On days when cover is not needed, be available to invigilate.
- Be a trained first aider.

The information is provided to assist Support Staff to understand and appreciate the work content of their post and the role they are to play in the Multi-Academy Trust (MAT). However, the following points should be noted:

- The postholder will be required to carry out their duties in accordance with the Conditions of Service Handbook
- It must be recognised that this job description may change as the circumstances of the MAT change. Regular reviews will take place following consultation with the post holder as part of the annual appraisal process
- The post holder is expected to respect any information that come into their possession or exists in their environment relating to students, colleagues and other individuals. This requires following good practice and guidance on confidentiality
- The post holder has a duty to maintain the safety and welfare of the students and within the scope of their post must ensure all organisational policies and procedures on safeguarding are implemented
- The post holder has a duty to report any concerns or incidents regarding student welfare promptly in accordance with College procedure and their training
- The post holder will need to recognise they work in a College environment, which will occasionally require them to support student related activity
- Should there be a disagreement about the conditions of service, personnel have the right of appeal under the MAT grievance procedures
- Terms and conditions to be discussed at interview.

PERSON SPECIFICATION

COVER SUPERVISOR



	ESSENTIAL	DESIRABLE
Experience	<ul style="list-style-type: none"> • Experience in classroom management or working with young people 	<ul style="list-style-type: none"> • Previous experience working with young people in a post-16 educational setting • Invigilation experience • Administration experience
Qualifications	<ul style="list-style-type: none"> • Minimum of a Bachelor's degree 	<ul style="list-style-type: none"> • First aid qualification and/or experience
Training	<ul style="list-style-type: none"> • Willing to undergo further training if required 	<ul style="list-style-type: none"> • First aid training
Knowledge, Skills and Attributes	<ul style="list-style-type: none"> • Strong organisational skills • Understanding of classroom management techniques and behaviour strategies • Strong interpersonal and communication skills • Ability to adapt to various subject areas and work with diverse groups of students. • Commitment to upholding the ethos and values of Hereford Sixth Form College • Ability to act as a role model to students, motivating them to learn and stay on track • Be resilient, reliable and passionate about excelling within education, with a real enthusiasm for inspiring students to engage with their learning and development 	