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## Job Description for Cover Supervisor

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Reporting to:	Assistant Principal (Timetabling, Enrichment and Progression)
Based at:	New College Bradford
Paid on:	NCLT Support Staff Scale, Band F (£21,879 - £24,100 fte) Full time, term time only. Actual salary £18,474 - £20,350.

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### OVERALL PURPOSE OF THE POST

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To challenge educational and social disadvantage by covering for absent colleagues in order to achieve the highest possible standards and prepare all our students to lead successful lives.

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### MAIN DUTIES

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- Assume responsibility for the supervision of lessons and tutorials in the absence of the timetabled teacher or Progress Tutor, taking registers of students in attendance.
- Support students to complete the cover work set by the absent teacher or Progress Tutor.
- Ensure that the resources required to effectively deliver the covered lessons are available.
- Support individual students or small groups, including those with individual needs, as identified by the subject teacher/Head of School.
- Ensure that Directed Independent Learning is set, where appropriate.
- Collect completed work at the end of the lesson and return it to the appropriate subject teacher/Head of School.
- Manage resources effectively and ensure classrooms are left tidy and ready for the next lesson.
- Provide objective and accurate feedback to the appropriate colleague on student attitudes and work completion within the lesson.
- Promote the inclusion and acceptance of all students within the classroom commensurate with the College's policies and procedures of equal opportunities and inclusion.
- Set high expectations of conduct whilst acting as a role model. Promote and maintain a positive behavioural ethos in accordance with the behaviour policy of the College. This includes challenging absence and poor punctuality.
- Support in other areas and teams within the college, such as the Learning Resource Centre, Study Support or Intervention and Support Centre, as and when required and when there are no formal lessons or tutorials requiring cover.
- Supervise students on visits/trips and out of school activities as required.
- Maintain records as requested by the subject teacher/Head of School.
- Support students throughout the day by fulfilling pastoral responsibilities.
- Participate in mentoring/coaching students as required.
- Attend meetings/training and carry out administrative tasks and duties as specified on the College calendar.
- Provide support and assistance to teaching staff in large examinations or test groups.
- Consistently implement all College policies.
- Contribute to decision-making and consultation procedures.
- Carry out any other reasonable duties as requested by the Principal.

This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the college/Trust, and only after consultation with you.

**All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the college procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the college as relevant to their role.**

**The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the trust's responsibilities under the Health and Safety Act.**

**All staff are expected to support the achievement of the Trust/college's mission and strategic objectives and to demonstrate its values through their behaviour.**

## Person Specification for Cover Supervisor

*There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.*

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>Values driven.</li> <li>Previous experience of working with young people.</li> <li>Working in a similar role.</li> <li>Microsoft Office - especially Word, Excel, Teams and Outlook.</li> </ul>	<ul style="list-style-type: none"> <li>Strong teaching ability.</li> <li>Previous experience of working in a college environment.</li> <li>Working in an inner-city area of high deprivation.</li> </ul>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>Willingness to undertake further training relevant to the post.</li> <li>Educated to A Level (or equivalent).</li> <li>Grade C or above in GCSE English and Mathematics.</li> </ul>	<ul style="list-style-type: none"> <li>Good honours degree.</li> <li>Qualified Teacher Status or HLTA Status.</li> <li>Relevant CPD.</li> </ul>
<b>Personal Skills and Qualities</b>	<ul style="list-style-type: none"> <li>High expectations which motivate and challenge students.</li> <li>Adaptable to working across a range of subject areas with no regular timetable.</li> <li>Excellent organisational skills, including working to tight deadlines.</li> <li>Commitment to promoting a positive behavioural ethos and joyful culture.</li> <li>Commitment to safeguarding.</li> <li>Excellent interpersonal skills.</li> <li>Ability to communicate at all levels.</li> <li>Ability to work effectively as part of a team or independently.</li> <li>Customer service/care approach to work.</li> </ul>	
<b>Additional Factors</b>	<ul style="list-style-type: none"> <li>Strong moral purpose and drive for improvement with values that align with those of the College.</li> <li>Commitment to equal opportunities and inclusion.</li> <li>Motivated, enthusiastic and flexible.</li> <li>Humble and kind with a good sense of humour.</li> <li>Strong attention to detail.</li> <li>Enthusiasm and commitment for the post with an interest in 16-19 education and positive destination progression.</li> <li>Commitment to continuous improvement, be able to receive and act on feedback, and willingness to learn from experience and practice.</li> <li>Ability to cope with unexpected situations and work under pressure.</li> <li>Ability to represent the College at internal events and commitment to the full life of the College.</li> </ul>	<ul style="list-style-type: none"> <li>Willingness to offer extra-curricular provision.</li> </ul>