

JOB PROFILE
COVER SUPERVISOR

GRADE:	Grade 7 pay points 16 to 19 - £12775 to £13908
HOURS:	30 hours per week for 39 weeks per year Monday to Friday 08:30-15:30
RESPONSIBLE TO:	Assistant Principal: Teaching and Learning
JOB PURPOSE:	To ensure high quality learning in lessons by providing cover for absent teachers.

Key Responsibilities:

1. In the absence of a teacher provide supervision for classes across the curriculum
2. Liaise with teachers and/or pastoral care staff with regard to the work set for a class
3. Communicate the work set by the class teacher to the students
4. Respond to any questions from students about process and procedures
5. Motivate students to complete their tasks
6. Deal with any immediate problems or emergencies according to the school's policies and procedures
7. Manage the class in accordance with the college's Behaviour Policy
8. Provide support as necessary to students
9. Ensure the health, safety and welfare of students supervised
10. Collect any completed work after the lesson and return it to the appropriate teacher, with brief feedback
11. Accompany teaching staff and students on educational visits
12. Register tutor groups as required
13. Cover the morning break duty or bus duty of an absent teacher as required

General Responsibilities:

- To promote the college vision and contribute to meeting the key priorities in the College Improvement Plan
- Comply with Ivanhoe College policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to the appropriate person
- All staff and volunteers to commit to the safeguarding and promoting the welfare of children and young people
- Adhere to the Ivanhoe College Equalities, Health and Safety policies and procedures
- Engage fully in the college's Performance Management process
- Undertake professional development activities to enhance personal and job performance
- Attend relevant department and college meetings
- Any other reasonable duties as required by the management team

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply:

- (a) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service
- (b) Expenses will be paid in accordance with the Local Conditions of Service.
- (c) This post is subject to a check being carried out at an Enhanced level by the DBS Records Bureau regarding any previous criminal record

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Ivanhoe College supports the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable disabled candidate.

All Ivanhoe employees are expected to promote and safeguard the welfare of students at the college. Our Child Protection Policy is made known to all and is designed to guide staff, students and parents/carers with regard to Child Protection issues.

June 2017