Job Description

Under supervision of the Deputy Principal, the new role of Cover Supervisor will:

**1. Support for students / staff**

* Deliver and supervise work that has been set by the teaching staff / mentor
* Register and record student attendance in lessons / morning mentor time
* Respond to any questions from students
* Provide feedback to the classroom teacher on student progress against lesson plans and conduct of the lesson
* Deal with immediate problems or issues according to the UTC’s policies and procedures
* Collect any completed work after the lesson and returning it to the appropriate teacher
* Attend meetings and training sessions as required
* Act as a role model, setting high expectations of conduct and work ethic
* Get to know our UTC students and any individual learning needs
* Report and manage any student / UTC issues in line with the UTC policies for health and safety, child protection and behaviour management
* Be involved in running extra-curricular activities e.g. Challenge Clubs / Employer Projects / UTC National competitions / open events / presentation evenings (when required /necessary)
* Collate a bank of supervision work in liaison with teaching staff
* Undertake planned supervision of students out of UTC hours learning activities
* Assist supervision of students out of lesson time, break times etc
* Provide support and assistance to examinations and assessments, both internal and external
* Accompany groups of students with other staff on trips ensuring student health & safety
* Supervise trips / visits as required, once trained

**2. Supporting within the organisation**

* Promote the UTC’s values with staff, students and external agencies.
* Treat students as young adults, show them respect and earn theirs.
* Promote the UTC Workplace Skills through discussion with students and by demonstrating them in a professional approach.
* Be a reflective practitioner able to evaluate practice and embed a process of continuous improvement
* Contribute to the CPD of other staff using own expertise and seek opportunities to develop personal knowledge and skills.
* Be efficient with resources and mindful of waste to ensure value for money.
* Participate in the UTC’s Quality Assurance and Performance Management Procedures

**3. Additional duties**

* Act with integrity and ensure a high standard of care and safeguarding for all our students.
* Be aware of and comply with health and safety rules and legislation, ensuring the safety of students and staff at all times.
* Appreciate and support the role of other staff.
* Contribute to the overall ethos / aims and mission of the UTC.
* Act in compliance with data protection legislation in respecting the privacy of personal information.
* Comply with the principles of the Freedom of Information Act 2000 in relation to the management of UTC records and information.
* Undertake additional duties as may be reasonably directed by the Principal where they meet the priorities of the UTC.