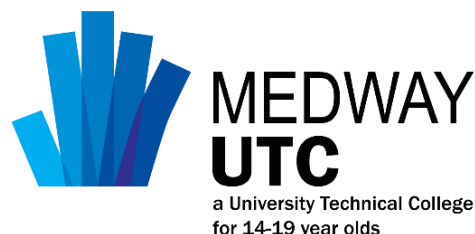


Cover Supervisor

Job Advert



Job Title: Cover Supervisor
Responsible to: Leadership Group
Remuneration: NJC Scale 4 £18,070 - £20,138 per annum, pro-rot
Closing date: 5th February 2018

The UTC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointed staff will be subject to Disclosure and Barring Service (DBS) checks.

General description of the post

We are looking to appoint a Cover Supervisor with good interpersonal and Behaviour Management skills and who is keen to begin a career in teaching.

The successful applicant will:

- Deliver effective, engaging lessons to students based on lesson plans and materials provided by absent classroom teachers.
- In emergency cover situations be responsible for planning and preparing lessons/learning activities and to delivering these in whole classes and small groups.
- Contribute to the behavioural philosophy of the school, cultivating a safe and respectful learning environment.
- Provide assistance in the administration of lesson cover including recording staff absences.
- Establish and maintain appropriate records of the pupils' progress and investigate, as appropriate, the cause of any failure to meet targets set.
- Report pupil and school issues in line with the School's policies for health and safety, child protection, behaviour management etc
- Attend meetings and training sessions as required.
- Be involved in extra-curricular activities, e.g. open days, presentation evenings.

The ability to use ICT is desired. An interest in our specialist subjects, Engineering and Construction, is an advantage.

Please contact the school directly if you're interested in setting up an informal meeting and tour with the Principal before application. Please contact Jade Legge, EA to the Principal, on 01634 505800 or j.legge@medwayutc.co.uk.

If you believe you have the required skills and experience to be part of the team driving forward the outcomes for young engineers, we want to hear from you. Please fill in an application form and return it to Jade Legge on j.legge@medwayutc.co.uk

Conditions of Employment:

The normal working day for a full time post will be 8.15am to 5.15pm on Monday to Friday, but with an earlier finish one day each week. The holder of this post is expected to be flexible about these hours as and when necessary.

This Job Description does not form part of the Contract of Employment and the duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher and following consultation with you.