Great Oaks College

**Job Description**

**Cover Supervisor**

## Salary SO1

Hours of work: 31.25 hours per week, 8.30am to 3.30pm, term time only

Contract Type: Permanent

Responsible to: Class Teacher

### Main purpose of the job

On the direction of the senior leadership team to provide teacher cover for PPA, or staff absence both planned and unplanned absences for both teachers and support staff.

To deliver lessons planned with teachers to groups of students across the College. Lesson delivery will be across our three Pathways; Vocational, in which students are learning the skills needed to gain paid employment, Life Skills, in which students are developing their skills to live as independently as possible in a supported living setting or in Sensory, in which students are experiencing a multisensory curriculum which enables them to develop their communication, physical, sensory and ICT skills.

### Main responsibilities and tasks

On occasions to deliver lessons in line with module planning in the absence of a lesson plan.

To use College protocols in terms of using the strategies for learning and communication according to pupil Individual Learning Plans, Positive Handling Plans and therapy programmes in all lessons delivered.

To prepare learning resources for the delivery of lessons in line with relevant module plans.

To take care of the learning environments in which you teach ensuring these are returned to an orderly state after lessons.

To provide the teachers for whom cover is provided with a record of lessons delivered and to record pupil progress according to school protocols.

To communicate with parents if needed to report on issues affecting students on days the supervisor has been in charge of a class.

To deploy the teaching assistants attached to each class that they teach, allocating them time to support pupil learning as appropriate.

*Where no teacher cover is required, to undertake to duties of a teaching assistant flexibly across the college including undertaking personal care tasks (see teaching assistant job description)*

To attend staff and teachers meeting making contributions to team work and planning.

Equal Opportunities: The College has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote this in their own work.

Health and Safety: The College is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

Confidentiality: The College is committed to maintaining the privacy of all its staff and students. It expects all staff to handle all individuals’ personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

Safeguarding: The College is committed to safeguarding and promoting the welfare of young adults, adults and expects all staff and volunteers to share this commitment.

# SIGNATURES

Name of Line Manager: …………….…………………………………………………..

Signed.…………………………………………… Dated……………………………….