



Christ the King College

Job Description

Job Title: Cover Supervisor

Lines of Accountability: Management of this post is responsibility of the School Business Manager; work direction and supervision is the responsibility of the Senior Cover Supervisor, the Associate Assistant Principal responsible for Cover and/or the relevant /Director or Head of Subject

Conditions: Salary Scale 4, point 18 - 21
32 ½ hours per week; term time plus 5 development days
Normal working hours: 8.45am to 3.45pm (including 30 minutes break)

Date: September 2017

Job Purpose:

To provide support and assistance with lesson preparation and the learning process within a designated subject area/directorate. To provide cover for absent teachers, carrying out the functions of the teacher in accordance with the stated aims and objectives of the College and of the relevant department/subject area.

Principle Accountabilities:

- Provide cover supervision for short-term teacher absence.
- Deliver lessons appropriate to the age and ability of the students so as to facilitate progression in students' learning; the plans and resources for these lessons to be provided by the teacher or relevant Head of Department (or relevant other)
- Manage the classroom and teaching equipment so as to create a positive learning environment which makes effective use of the available resources
- Implement the College's policies with regard to registration, student absence, dress code, behaviour
- Facilitate the general progress and well-being of any individual student within any group of students assigned to her/him, providing guidance and advice to students on educational and social matters
- Provide classroom assistance and support for individual student needs if necessary
- Assess, record and report on the development, progress and attainment of the students assigned to her/him, within the College guidelines
- Work closely with the relevant Director/Head of Subject to provide support and assistance for the designated subject areas
- Work with the relevant Director/Head of Subject to prepare a bank of materials available for cover lessons for unforeseeable absences

- Provide support in respect of preparation of resources and classroom support within designated subject areas; including reprographics and general administrative tasks
- Monitor and deliver alternative curriculum provision for students with Additional Education Needs and to liaise with external agencies as appropriate to enhance the learning of students with AEN as appropriate and in liaison with the Inclusion Manager
- Assist with preparing/contributing to reports/referrals for external agencies in liaison with the Inclusion Manager
- Assist with exam invigilation under the direction and supervision of the Exams Officer as appropriate
- Contribute to appropriate extra-curricular provision
- Accompany College trips and visits as appropriate

General

- Working as part of the College's support staff team and providing support to and back-up cover for other team members as appropriate
- Contributing to and ensuring the safeguarding and promotion of the welfare and personal care of children and young people
- Maintaining confidentiality regarding matters relating to students, staff and other information in relation to College matters
- Pursuing professional skills and personal development
- To be aware of and adhere to the policies and procedures of Christ the King College
- To ensure compliance with all Health & Safety procedures and policies as set within the College and subject area framework
- Working in sympathy with the ethos and aims of Christ the King College.
- Undertaking any other duties reasonably directed by the Line Manager, the Business Manager or the Principal
- To attend meetings and other College events, such as open evenings, as appropriate

Conditions of Service:

The conditions of service applicable to this post are those associated with NJC Clerical Workers.

The College has a non-smoking policy.