

Job Title:	Cover & Study Support Supervisor
Location:	Newham
Contract type:	Term Time only + 1 week
Contract term:	Permanent
Salary:	£18,506 to £20,023 pro rata (£16,797 to £18,174 actual)
Job start:	September 2018

## Core Purpose:

We are seeking to employ a full time Cover & Study Support Supervisor to work in our Sixth Form study dock assisting our students with both directed independent study tasks and personal study development and to provide cover for lessons when teachers are absent.

## Key Responsibilities:

- Supporting students to complete task set during lessons to develop both subject knowledge and independent study skills;
- Ensuring students have access to the digidock padlet to complete the work set by teachers;
- Liaising with key pastoral staff to ensure they are aware of students who are finding independent study challenging;
- Providing access to laptops and ensuring they are docked and charged at the end of each session;
- Supporting students in developing both independent study skills and revision skills
- Acting as the primary link with pastoral staff and parents in building relationships with parents to ensure that they are aware of the progress that their children are making.
- Working with Personal Coaches to support pastoral care across the school
- Undertaking break and lunchtime duties as required

This is a non-teaching role

Applications are encouraged from those wanting to gain experience in an educational context

## Comply with Health and Safety Requirements

- Know and abide by the Health and Safety Rules within the UTC.

## Equal Opportunities

- Maintain and demonstrate a good understanding and knowledge of equalities legislation and the School's Equality and Diversity policies as applicable to the role.

## Safeguarding

- Maintain and demonstrate a good understanding and knowledge of Safeguarding Children and the School's Safeguarding policies and procedures as applicable to the role.

## Professional Development

- Maintain and update your own knowledge and skills in line with the requirements of the role.
- Attend meetings as required.
- Undertake any additional training highlighted by line management feedback.
- Lead by example to maintain a high standard of professionalism.

## Other Duties

- Adopt a professional approach at all times and ensure all areas of personal activity comply with standards laid down by the UTC.

This job description is intended as a guide to the general duties and responsibilities of the post which will change from time to time according to the needs of the School. It does not form part of the terms and conditions of employment. The post holder will be expected to undertake the duties commensurate within the range and grade of the post or any other reasonable duties as directed by the Principal.

### How to apply

To apply for this position please complete an application form including a supporting statement. Please ensure that all required details are completed. Applicants missing key information will not be called for interview. Applications should be emailed to [Brooke.O'Callaghan@LDEUTC.co.uk](mailto:Brooke.O'Callaghan@LDEUTC.co.uk) or posted to:

Brooke O'Callaghan  
London Design & Engineering UTC  
Docklands Campus  
15 University Way  
London  
E16 2RD

### Timings

Closing date: 12:00 noon on Monday 20th August 2018  
Interviews: Thursday 30th August 2018  
Job starts: September 2018

To arrange an informal discussion or a visit, please email: Brooke O'Callaghan, Executive Assistant on [Brooke.O'Callaghan@LDEUTC.co.uk](mailto:Brooke.O'Callaghan@LDEUTC.co.uk) Or for further information and application form please visit: [www.ldeutc.co.uk/apply/staff-vacancies.aspx](http://www.ldeutc.co.uk/apply/staff-vacancies.aspx)

All successful applicants will be required to complete an enhanced DBS (formerly CRB) check which must be maintained throughout the period of employment.

### Commencement

The post will commence in September 2018.