

Minsthorpe Community College

Job Specification

Post Title: Cover Supervisor

Reporting to: Associate Team Leader - Admin

Location: Minsthorpe Community College

Grade: G5

Overall Purpose of Post:

To supervise whole classes, so that any short term absences of teachers are covered.

Cover Supervisors will give instructions for the lesson, as provided by the teacher, and keep students on task, whilst maintaining good behaviour.

Mentor individual and small groups of targeted students to resolve a range of issues which create barriers to learning.

All adults working in, or on behalf of the college have a responsibility to safeguard and promote the welfare of children. This includes:

- Responsibility to provide a safe environment in which children can learn and develop.
- To identify children who may be in need of extra help or who are suffering, or are likely to suffer significant harm. All staff then have a responsibility to take appropriate action to prevent concerns from escalating, working with services as needed.

Knowledge, skills and experience requirements for the post		
	Requirements	Essential/Desirable
Qualifications/ Training	NVQ Level 3 or equivalent qualification or relevant experience.	E
Knowledge/ Skills	<p>Good Numeracy/ Literacy Skills</p> <p>Understanding of relevant policies and procedures</p> <p>Ability to apply behaviour management policies and strategies to contribute to a purposeful learning environment.</p> <p>Ability to encourage students to learning using pre-set material</p> <p>Ability to undertake varied duties</p> <p>Ability to work under the direction of different people and as part of a team</p> <p>Ability gain the respect of students through your manner, confidence and authority</p> <p>Ability to work calmly under pressure</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Experience	Experience of working in a school or similar learning environment	E

Responsibilities and accountabilities:

SUPPORT FOR STUDENTS

Supervise students whilst they are engaged in learning activities.

Set high expectations of conduct and work.

Act as a positive role model.

Manage students' behaviour within the ethos and policies of the college.

Respond to student questions whilst keeping the class on task.

Promote the inclusion of all students within the classroom, following the college policies and procedures.

SUPPORT FOR TEACHERS

Collect and pass on any completed work.

Provide accurate feedback to the teacher on both the conduct of the lesson and the behaviour of students.

Ensure the appropriate organisation of the classroom, equipment and resources.

Provide support and assist in examinations or tests

SUPPORT FOR THE COLLEGE

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop

Contribute to the overall ethos/work/aims of the college

Participate in training and other learning activities as required

Recognise own strengths and areas of expertise and use these to advise and support others

Other duties commensurate with the grade of the post as directed by the Principal.

Responsibilities for resources:

People: None

Budgets: None

Physical Resources: Effective use of learning materials and resources.

Characteristics of the post:

The ability to regularly attend meetings as required by the Principal.

Employees are encouraged to participate in training activities in order to enhance their own personal development.

Employment checks required of this post:

- Evidence of entitlement to work in the UK.
- Evidence of essential qualifications – see page 1 of this specification.
- Two satisfactory references.
- Evidence of a satisfactory safeguarding check, eg an Enhanced DBS (CRB) Disclosure.
- Confirmation of medical fitness for employment.

Date completed: November 2019