

Job Description

Job Title:	Cover Supervisor
Location:	Newham
Contract type:	Term Time Only Plus 1 Week
Contract term:	Permanent
Hours:	35 hours/week; Term time only plus 1 week (Mon-Thu 08:30 to 16:30 & Fri 08:30 – 13:30 40 weeks/year)
Salary:	Pro- rata O10-O17 (£20,472 - £22,083) Actual salary: £17,214- £18,569
Job start:	November 2019 or sooner
Accountable to:	Cover Supervisor & Trips Coordinator

Core Purpose:

We are seeking to employ a flexible and enthusiastic full time Cover Supervisor to provide cover for lessons when teachers are absent.

This is a non-teaching role. Applications are encouraged from those wishing to gain experience in an educational context.

Main Duties and Responsibilities:

- Supporting students to complete tasks set during lessons to develop both subject knowledge and independent study skills;
- Supporting students in developing both independent study skills and revision skills
- To supervise learners in a classroom setting, to distribute work to the learners as supplied by absent teachers and to ensure the learners get on with the work set.
- To liaise with the teachers of the lessons they cover to provide feedback as to the work done by the class and particular students where appropriate.
- Through liaison with their line manager, develop a wider interest in the work of the College and to develop skills which both interest them and the College needs towards their own personal and professional development.
- Undertaking break and lunchtime duties as required

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.
- Carrying out other duties which the Principal or leadership team may request

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 College. 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 CEO.

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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.

All applications must be uploaded to the LDE UTC website: www.ldeutc.co.uk/apply/staff-vacancies.aspx

Please note, CVs will not be accepted.

Timings

The closing date for applications is 12:00 noon on Monday 14th October 2019.

Candidates are welcome to contact LDE UTC for an informal discussion. You can contact Brook Holdgate, HR Lead on 0203 019 7315. Alternatively, you can e-mail her on Brooke.Holdgate@ldeutc.co.uk

Interviews

Interviews will take place on Thursday 17th October 2019.

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