

Job Description and Person Specification

Job Title:	Staff Cover
Responsible to:	Head of Department
Core Job Purpose:	To provide support across both Teaching and Professional Service areas. The role will involve supervising and facilitating effective lessons to ensure students can make progress while the usual teacher is absent, as well as providing cover for professional service teams to ensure the smooth running of the Sixth Forms.

The main activities and responsibilities are to:

- 1.1 To supervise and facilitate lessons across curriculum and support departments in Professional Service areas as required.
- 1.2 To manage students in lessons and ensure they complete the set work.
- 1.3 To manage classroom behaviour and uphold Sixth Form policies on conduct.
- 1.4 To support a positive and safe learning environment for all students.
- 1.5 To provide support to students in lessons, supporting them to complete the set work and providing general guidance as appropriate, delivering pre-prepared resources to full classes.
- 1.6 Provide cover support for both Teaching and Professional Services departments, ensuring continuity of operations during staff absence or periods of high demand.
- 1.7 To report on student progress and behaviour to teaching staff when working within curriculum areas.
- 1.8 Register students using the electronic registration system to check attendance and punctuality when working within curriculum areas.
- 1.9 Support administrative or operational tasks within Professional Service departments.
- 1.10 A commitment to Equity, Diversity and Inclusivity underpinned by willingness and ability to contribute to the holistic implementation of this demonstrated in performing the duties of the post.
- 1.11 To undertake other tasks, as required by the Executive/Deputy Principal, after due consultation.

This job description may not necessarily be a comprehensive description of the post. It may be reviewed and subject to modification or amendment at any time after consultation with the post holder.

Person Specification/Selection Criteria

The post-holder will be expected to be able to demonstrate the following attributes:

- 2.1 An understanding of, and support for, the Catholic ethos of the Sixth Forms.
- 2.2 Educated to degree level or equivalent.
- 2.3 An understanding of young people and some of the challenges they face.
- 2.4 Excellent organisational and time management skills, with the ability to balance multiple priorities and to complete tasks independently within agreed timescales.
- 2.5 A strong work-ethic, flexibility and the ability to work calmly under pressure.
- 2.6 Good written and verbal communication skills.
- 2.7 Excellent organisational and time management skills, with the ability to balance multiple priorities and to complete tasks independently within agreed timescales.
- 2.8 Excellent IT skills, including Microsoft Office and Office 365 applications such as Word, Excel, PowerPoint, Teams and SharePoint.
- 2.9 The ability to work independently and use initiative
- 2.10 Experience of working in an educational setting, ideally in a similar role.
- 2.11 Be able to demonstrate the ability to manage and develop productive working relations with young people.
- 2.12 An understanding and interest in the education environment, particularly as it relates to young people.
- 2.13 An awareness of the need for personal development, both as a member of a team and as an individual; a willingness to participate in INSET and appraisal.