



Job description: Cover Supervisor

Our Mission

Our purpose is to inspire a love of learning, empower our college community with the knowledge and skills to help them make meaningful choices and contribute positively to the world in which we live

To achieve excellence in all aspects of school life.

Thurston Community College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the role:	<ul style="list-style-type: none"> • To supervise students for absent teachers, undertaking work which has been set in accordance with the College policy • To manage student behaviour and deal promptly with conflict and incidents in line with established College policy.
Line management	Responsible to the AP T&L
Main duties and responsibilities:	<p>General</p> <ul style="list-style-type: none"> • To work with other professionals, both internal and external when necessary. • To adhere to and work within the College's practices and policies including relating to Safeguarding, Health & Safety, Data Protection, Confidentiality, and Equal Opportunities • All staff have a responsibility to safeguard and promote the welfare of children and young people within the College. • Carry out a range of additional duties that may arise from time-to-time in accordance with the nature of the role and level of responsibility. • Undertake any other duty deemed reasonable by the Principal of the College. <p>Main Responsibilities</p> <ul style="list-style-type: none"> • To supervise students for absent teachers, undertaking work which has been set in accordance with the College policy • To manage student behaviour and deal promptly with conflict and incidents in line with established College policy. • Deal with any immediate problems or emergencies, in the absence of the teacher, according to the College's policies and procedures. • Support students by responding to their individual needs and promote the inclusion and acceptance of all students in the classroom. • Provide feedback to students in relation to progress and achievement. • Return the work completed by students to the appropriate teacher and feedback on any behavioural or other issues, using the College's agreed referral procedures. • Monitor and evaluate students' responses to learning activities through observation and recording of achievement and provide feedback/reports as required.

	<ul style="list-style-type: none"> ● Use ICT effectively to support learning activities and develop students' competence and independence in its use. ● Liaise sensitively and effectively with parents/carers as agreed with the teacher. ● Undertake activities as directed by the teacher, with whole classes, individuals or small groups of students. ● Be responsible for the organisation, classroom maintenance, setting out, clearing away and care of resources to create a purposeful and attractive learning environment. ● Demonstrate creativity in assisting with the practical resourcing of the classroom. ● Follow the College policy documents and schemes of work and keep updated with College documentation. ● Support teachers in selecting and preparing teaching resources that meet students' needs and interests. ● Under teacher overall control, accept shared responsibility for the creation of a safe environment for students within and outside the classroom and comply with the appropriate policies and procedures, report all concerns to an appropriate person. ● Under the supervision of the Principal or other designated teachers, to invigilate internal and external examinations. ● Attend and participate in regular meetings and participate in training and other learning activities, as required. ● Carry out other tasks as reasonably requested by the Principal
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Person Specification - Cover Supervisor

Selection Criteria		
Education and Experience	Essential/Desirable	Evidenced
Demonstrable levels of Numeracy and literacy equivalent to GCSE 9–4 (A-C)	E	AI
Experience of working with children and/ or young people	E	AI
Experience of supporting students with special educational needs or disabilities	D	AI
Skills and Knowledge	Essential/Desirable	Evidenced
Effective oral and written communication	E	AI
Excellent working relationships with both children and adults	E	I
Good organisational and time management skills	E	I
Good ICT skills to support learning	D	I
Abilities	Essential/Desirable	Evidenced
Ability to create and maintain an atmosphere in a classroom that is conducive to learning	E	AI
Ability to engage and motivate students to learn using pre set materials	E	AI
Ability to work successfully with students who have a wide range of special educational needs and disabilities	E	AI
Ability to form and maintain appropriate professional relationships and boundaries with children and adults	E	AI
Ability to work constructively as part of a team and individually.	E	AI
Ability to comply with policies and procedures relating to behaviour management, child protection, health, safety and security, confidentiality, data protection and equal opportunities.	E	AI
Ability to self-evaluate learning needs and actively seek learning opportunities	E	I
Personal Qualities	Essential/Desirable	Evidenced
Genuine interest in helping children and young people learn together with patience, kindness and flexibility	E	AI
Selection Criteria	Essential/Desirable	Evidenced
Flexibility and patience	E	AI
Reliability and an excellent record of attendance and punctuality	E	IR

Key: A = Application, I = Interview, R = Reference