

John Ferneley College

Post Title	Cover Supervisor
Salary range/grade	Grade 7 : Salary Point 16 -19
Responsible to	Zone Director
Base	John Ferneley College

Job Purpose

To be a member of the College Classroom Support Team and be an experienced classroom practitioner who in the absence of the class teacher delivers a pre-prepared lesson ensuring that the students' development is continued and maintained.

Key responsibilities

- A. In the absence of a class teacher to deliver a pre-prepared lesson ensuring that in doing so students' development is continued and maintained.
- B. In the absence of a teacher to cover designated duties before and after college and during break.
- C. Deal with any immediate problems or emergencies according to the college's policies and procedures.
- D. Provide mentoring support for a small group of identified students with the aim of boosting achievement.
- E. The invigilation of examinations.
- F. In consultation with the Zone Director to offer support within the zone when not required to cover lessons.
- G. Be aware of and uphold the college's policies and procedures.
- H. Accompanying teaching staff and students on educational visits including residential*.
- I. Supervision of detentions at the request of Zone Director.
- J. Other Duties.

Key Tasks

- A1. Liaise with teachers and/or Zone Director with regard to work set for a class.
- A2. Motivate students to complete their tasks.
- A3. Collect any completed work and mark as appropriate. Completed work to be given to appropriate teacher.
- B1. Ensure the health, safety and welfare of students supervised.
- C1. To use the college's agreed referral procedures to report behaviour of students and any issues arising.
- D1. To supervise small groups of students at the request of the Zone Director.
- E1. To invigilate when required according to the college's guidelines.
- F1. To provide support to all areas of the zone where required.
- G1. Be aware of confidentiality issues linked to home/Student/teacher/college work and to keep confidences as appropriate.
- H1. To support the zone in after college extra-curricular activities.
- H2. To accompany staff and students on trips/residential*.
- I1. To cover college detentions.
- J1. To undertake training in accordance with job requirement and performance reviews.
- J2. To comply with the requirements of equal opportunities, data protection, copyright, health & safety and other relevant legislation and college policy.
- J3. Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the provision that any changes of a permanent nature shall be incorporated into the job description.

Key Indicators/Performance Objectives

1. The maintenance of a high standard of lesson delivery in classroom management.
2. To work with students ensuring they are performing in line with or above their overall targets and perform as independent learners.

Expectations and Values/Mission Statement

John Ferneley College is committed to continuous learning and teachers and support staff are expected to engage routinely in continuing professional learning and development. In common with all who work in the college, the post holder will also be expected:

1. To act as an ambassador for the college and the Partnership by supporting the college's mission built on the primacy of learning, high expectations, good discipline and the provision of extra-curricular opportunities*.
2. To be a significant presence and role model for students and staff and to meet fully the college dress code.
3. To follow college policies, procedures and guidelines and those agreed by the Partnership.
4. To contribute to college development through team planning and review meetings.

The above responsibilities are subject to the general duties and responsibilities contained in the Written Statement of Particulars.

* Participation in extra-curricular activities is voluntary.

This job description sets out the duties and responsibilities of the post at present. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot, of themselves, justify a reconsideration of the grading of the post.

John Ferneley College is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable disabled candidate.

Signature: _____ Employee Date: _____

Signature: _____ Employer Date: _____

Criteria for the role

Essential	Desirable	How demonstrated
A high standard of literacy and numeracy.	GCSE or equivalent in maths/numeracy and English/literacy.	Present and previous jobs.
Have the ability to undertake personal and/or professional development training to qualification standard.	A minimum of 3 years working with children in a learning environment or relevant NVQ3 qualification	At interview. CV
Previous experience of working with students/children of college age.	Knowledge of Child Protection and Health & Safety regulations. Knowledge of a range of strategies to promote good behaviour.	