

Job Description and Person Specification



Job Description

Job Title	Cover Supervisor
Grade	5
Service	Education – Alternative Provision
Reports to	Director of Personalised Learning
Location	Coventry Extended Learning Centre
Job Evaluation Code	A5527



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

Purpose of the role / Output

To deliver lessons / sessions in the absence of teachers and work with curriculum staff as directed.

Main Duties & Key Accountabilities

Core Knowledge

- To deliver lessons / sessions as directed (beyond simply supervising a class).
- To establish communication with the appropriate teacher/s to ensure continuity of learning.
- To maintain good order and discipline amongst students in line with the Behaviour Policy to ensure a positive and productive learning environment.
- To plan and deliver appropriate learning activities when covering long-term absences, with direction from teaching staff and following schemes of work where necessary.
- To mark student work in line with the Feedback Policy.
- To direct Teaching Assistants within the classroom to support learning.
- To invigilate examinations as required.
- Develop and maintain constructive working relationships with students to promote progress, providing constructive feedback.
- Develop and maintain constructive working relationships with relevant external agencies to support students.
- Use specialist skills to de-escalate difficulties involving students and physically intervene if required, within guidelines and in accordance with Team Teach training.

- Assist in facilitating detentions, during and after the school day.
- Promote student independence in learning and the development of social skills, reinforcing students' self-esteem through praise and encouragement, setting challenging and demanding expectations and promoting independence.
- Support and contribute to the overall ethos/work/aims of the CELC.
- Act as Key Worker to identified students, taking a lead role in their support and progress.
- Attend and participate in relevant meetings, CPD sessions, etc. as required.
- Any other duties and responsibilities within the range of the salary grade.

Key relationships

External	Internal Teachers Pastoral Managers Teaching Assistants
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Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:

N/A

Person specification

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Knowledge	
Understanding of relevant legislation regarding children and young people with SEND and additional needs.	
Knowledge of KS3/4 Curriculum.	
Understanding of effective strategies in addressing academic and pastoral issues.	
Knowledge of child protection and safeguarding.	
Skills and Abilities	
To be able to work constructively as part of a team.	
Ability to demonstrate a range of strategies to motivate and enthuse disaffected learners.	
Ability to motivate students to make excellent academic and pastoral progress, addressing disaffection.	
Ability to communicate and work constructively with parents and other agencies.	
Effectively skills in using and maximising the potential of ICT software and hardware.	
Ability to deliver an outstanding lessons within the relevant learning programme/s.	
Ability to build positive working relationships with students and adults.	
Ability to self-evaluate learning needs.	
Skills in positive, assertive behaviour management.	
Experience	
Experience of working with students with Social, Emotional & Mental Health needs.	
Experience of working with students with additional learning needs.	
Experience of working successfully with students with challenging behaviour, including those who are disaffected.	

Experience of working constructively with parents and other agencies.
Qualifications
Minimum English & Maths at GCSE / O Level Grade C or above.
Good Literacy and Numeracy skills.
Evidence of continuing professional development.
Special Requirements
This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

Date Created	18/12/19	Date Reviewed	18/12/19
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