

Job Description

Vacancy Reference No:

Job Title:	Cover Supervisor	Job Number:	A5527
Service:	Education - Alternative Provision	Grade:	5
Location:	Coventry Extended Learning Centre & Hospital Education Service		

Job Purpose:

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

Main Duties and Responsibilities:

1. To deliver lessons / sessions as directed (beyond simply supervising a class).
2. To establish communication with the appropriate teacher/s to ensure continuity of learning.
3. To maintain good order and discipline amongst students in line with the Behaviour Policy to ensure a positive and productive learning environment.
4. To plan and deliver appropriate learning activities when covering long-term absences, with direction from teaching staff and following schemes of work where necessary.
5. To mark student work in line with the Feedback Policy.
6. To direct TAs within the classroom to support learning.
7. To invigilate examinations as required.
8. Develop and maintain constructive working relationships with students to promote progress, providing constructive feedback.
9. Develop and maintain constructive working relationships with relevant external agencies to support students.
10. Use specialist skills to de-escalate difficulties involving students and physically intervene if required, within guidelines and in accordance with Team Teach training.
11. Assist in facilitating detentions, during and after the school day.
12. 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.

13. Support and contribute to the overall ethos/work/aims of the CELC / HES.
 14. Act as Key Worker to identified students, taking a lead role in their support and progress.
 15. Attend and participate in relevant meetings, CPD sessions, etc. as required.
 16. Undertake any other duties and responsibilities within the range of the salary grade.
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The post holder must comply with Coventry City Council's health and safety policy and in particular is required:

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

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

Responsible for: /

Responsible to:

Date Reviewed: 18/12/19

Updated: 18/12/19

Person Specification

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Area	Description
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Knowledge:	<ul style="list-style-type: none"> ▪ Understanding of relevant legislation regarding children and young people with SEND and additional needs.
	<ul style="list-style-type: none"> ▪ Knowledge of KS3/4 Curriculum.
	<ul style="list-style-type: none"> ▪ Understanding of effective strategies in addressing academic and pastoral issues.
	<ul style="list-style-type: none"> ▪ Knowledge of child protection and safeguarding.

Skills and Abilities:	<ul style="list-style-type: none"> ▪ To be able to work constructively as part of a team.
	<ul style="list-style-type: none"> ▪ Ability to demonstrate a range of strategies to motivate and enthuse disaffected learners.
	<ul style="list-style-type: none"> ▪ Ability to motivate students to make excellent academic and pastoral progress, addressing disaffection.
	<ul style="list-style-type: none"> ▪ Ability to communicate and work constructively with parents and other agencies.
	<ul style="list-style-type: none"> ▪ Effectively skills in using and maximising the potential of ICT software and hardware.
	<ul style="list-style-type: none"> ▪ Ability to deliver an outstanding lessons within the relevant learning programme/s.
	<ul style="list-style-type: none"> ▪ Ability to build positive working relationships with students and adults.
	<ul style="list-style-type: none"> ▪ Ability to self-evaluate learning needs. ▪ Skills in positive, assertive behaviour management.

Experience:	<ul style="list-style-type: none"> ▪ Experience of working with students with Social, Emotional & Mental Health needs.
	<ul style="list-style-type: none"> ▪ Experience of working with students with additional learning needs.
	<ul style="list-style-type: none"> ▪ Experience of working successfully with students with challenging behaviour, including those who are disaffected.
	<ul style="list-style-type: none"> ▪ Experience of working constructively with parents and other agencies.

Educational:	<ul style="list-style-type: none"> ▪ Minimum English & Maths at GCSE / O Level Grade C or above.
	<ul style="list-style-type: none"> ▪ Good Literacy and Numeracy skills.
	<ul style="list-style-type: none"> ▪ 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).
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Date Reviewed: 18/12/19

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