

# Job Description

# Foundation Cover Supervisor

Job Title: Foundation Cover Supervisor

Fixed Term Contract until 19.07.24

Grade: Support Pay Scale 5

Hours: 36 hours per week, 39 weeks per year to cover term times

Location: Harrow College - Harrow Weald Campus

Reporting to: Section Manager - Foundation

# BACKGROUND

We aim to provide every young person with SEN with the opportunities to realise their aspirations and life opportunities. Working with every student as the individuals they are, providing personalised programmes tailored to their individual needs and abilities that will enable them to reach their full potential.

We are fully committed to widening participation and supporting learners with a wide range of learning difficulties and disabilities. Learners have access to individual support and specialist help where needed. Our courses meet the individual needs and abilities of young people who present with a range of special educational needs working at differing cognitive levels ranging from profound to moderate.

This post involves primarily supporting teachers by providing cover for lessons where a teacher is not present. Whilst the primary purpose is to cover lessons, the post holder may also be asked to provide in-class support for individual learners or general class support, as directed by the class teacher.

# Main Scope of Post

To provide learning activities for classes under the professional direction and supervision of the School Managers. Will need to ensure good behaviour of the students and make sure the students engage in the set activities. The cover supervisor will be required to respond to students’ general questions, providing appropriate support where able and give feedback to the teacher on broad issues such as behaviour, but may on occasions be responsible for planning, preparation, delivery or assessment of students’ progress and/or development.

# DUTIES

* To deliver learning activities to students.
* To supervise students whilst engaged in learning activities, including completion of on-line registers for classes covered.
* To ensure that, as best as is possible, learning objectives set by the teacher are achieved.
* To respond appropriately to questions raised by students
* To ensure inclusion and acceptance of all students in the class in order to promote equal opportunities.
* To collect any completed work to pass on to the teacher.
* To act as a role model and set high expectations of conduct to ensure that good behaviour is maintained.
* Keep appropriate records, as agreed with the teacher, to enable objective and accurate feedback to the teacher and students on conduct of the lessons
* To deal with immediate problems and emergencies in accordance with College policies.
* On occasions when cover is not needed, Cover Supervisors may also be required to carry out the following agreed tasks:
  + Provide support to identified learners, who may have specifics support needs
  + Carry out suitable administration tasks
  + Provide cover in Foundation as directed by the Head of School

# Support for the School

* Assist in the completion of Initial and Diagnostic Assessments
* Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
* Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
* Contribute to the overall ethos/work/aims of the College.
* Establish constructive relationships and communicate with other departments, in liaison with the appropriate college staff, to support achievement and progress of students.
* Attend and participate in meetings as directed.
* Participate in training and other learning activities as required.

# Other

* Keep knowledge and skills up-to-date through self-study and undertake staff development and secondments relevant to professional needs.
* Promote Equality and Diversity and implement the College’s Equal Opportunities Policy.
* Provide a secure, safe and friendly learning environment including implementation of the College’s Safeguarding and Health & Safety Policies.
* Complete all documents necessary to comply with College HR policies, e.g. sickness forms, appraisal forms, etc. and ensure all staffing records are kept up-to-date.
* Participate in the College’s performance management programme.
* Supervise pupils on visits, trips and out of school activities as required.
* Carry out any other duties commensurate with the scale and grade of the post.

**Foundation Cover Supervisor**

**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Essential | Desirable | How assessed?\* |
| Qualifications |  |  |  |
| * Good general standard of education (GCSE level or equivalent) including English | **✓** |  | Cert/AF |
| * Award in Education and Training or equivalent, or willingness to undertake this qualification |  | **✓** | Cert/AF |
|  | **✓** |  | Cert/AF |
| Knowledge, Skills and Experience |  |  |  |
| * Experience of working with and supporting students   with learning difficulties and disabilities | **✓** |  | AF/IV |
| * The ability to engage, enthuse and motivate students | **✓** |  | IV/ |
| * Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment | **✓** |  | AF/IV |
| * An ability to use own initiative, work independently, motivate and inspire students, and demonstrate a creative approach to problem solving | **✓** |  | AF/IV |
| * Have the ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances/situations | **✓** |  | AF/IV |
| * Good communication skills, written and verbal | **✓** |  | AF/IV/ |
| * Good oral/interpersonal skills | **✓** |  | IV/ |
| * Organised and keep effective records | **✓** |  | AF/IV |
| * Good IT skills and ability to use IT effectively within the lesson | **✓** |  | AF/IV |
| * Continuing professional development | **✓** |  | AF |
| * Commitment to learners and learner achievement | **✓** |  | AF/IV |
| * Commitment to implementing College compliance procedures and other policies | **✓** |  | AF/IV/ |
| * Commitment to Equality and Diversity and Safeguarding | **✓** |  | AF/IV |
| **Competencies** |  |  |  |
| *Academic staff should be able to demonstrate competency in all of the following areas:*  Communication; Planning and Organising  Interpersonal Sensitivity ; Adaptability/Flexibility  Results Focus |  |  | AF/IV |

\*Evidence of criteria will be established from:

AF = Application Form IV = Interview

Cert = Certificates (checked on appointment)