

Job Description

Post:	Cover Supervisor
Salary Grade:	Band 6
Responsible to:	

Key Purpose

To support teaching and learning across SCC Group overseeing and delivering both theory and practical sessions in a variety of subject areas depending on business requirements.

To supervise work directed by the HoD and collect work at the end of the lesson ensuring it is passed to the Head of Department

To develop and monitor students ensuring that their behaviour is in line with college expectations and respond to any question or immediate emergencies in line with the procedures at SCC Group

Duties & Responsibilities

A	To participate in key College processes as required
B	To act at all times in accordance with College policies e.g. Health and Safety, Equality & Diversity, Inclusion and Quality Assurance.
C	To work flexibly in the interests of the organisation as required, some evening sessions may be required within the hours allocated.
D	To participate in performance reviews and to undertake staff development activities as appropriate.
E	To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with.



F	To act at all times in accordance with College policies e.g. Health and Safety, Equality & Diversity, Inclusion and Quality Assurance.
G	Supervise the work that has been directed by the HoD and adapt / create necessary resources to meet the learning differences of the cohort.
H	To provide day to day supervision of students at Salford City College to support the achievement of academic goals
I	To provide support for academic staff and students on curriculum courses and enrichment in line with College policy and objectives
J	Work effectively as part of the Team to monitor the completion of students' work ensuring all are up to date
K	To work closely with teaching staff to highlight any issues with student progress
L	To demonstrate high levels of ability in the role, working to industry standards at all times
M	To report any issues to the relevant manager ie. Head of Department or Pastoral department
N	Assist with the preparation for college open events and school visits
O	To work with teaching staff to develop materials to help the curriculum area meet the needs of learners and staff
P	To assist with planning, organising and booking of external trips and visits by students.
Q	Liaise and assist Teaching staff / Head of Department during parents' evenings, open evenings and / or other events
R	To liaise with other support functions within the college (IT, Estates, etc.), to ensure that equipment is maintained, rooms are adequate, etc. in order to deliver an outstanding quality service within the role
S	Prioritise tasks within daily routine to ensure work is completed to time and appropriate standard.
T	To work to own initiative when needed and be responsible for organising personal workload to ensure forward planning takes place and all deadlines are met.



u	To ensure that an efficient service is offered to students and potential students at all times and to be responsible for delivering an outstanding quality service within the role.
v	To take reasonable care for the Health and Safety of self and others who may be affected by acts or occasions related to your work.
w	To carry out any other duties commensurate to the post as required by your Line Manager / Senior Manager.

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Safeguarding, Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Post holder to sign the job description:

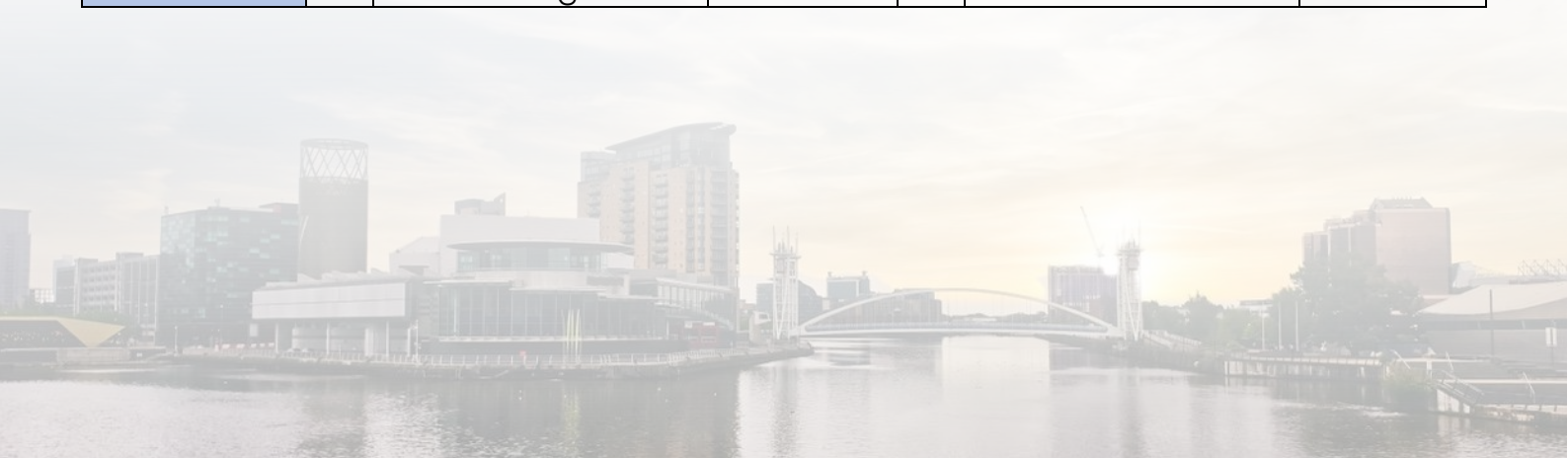
Date:

Name of the post holder:



Person Specification

	Essential			Desirable		
Qualification	1	Literacy, Numeracy and IT Level 2	Application / Certificate	A	Teaching or assessing qualification	Application / Certificate
	2	Degree or equivalent	Application / Certificate	B		Application / Certificate
Professional Development	3	Evidence of ongoing Professional Development	Application / Interview		Professional Development that meets the role of a teacher or meets a variety of departmental areas at the college	
Experience	4	Experience of working with young people aged 16-18	Application / Interview	C	Experience of teaching Vocational Qualifications	Application / Interview
	5		Application / Interview	D		Application / Interview
	6		Application / Interview			
Knowledge	7	Good written and verbal communication skills	Application / Interview	E		Application / Interview
	8	A good Standards of knowledge in a	Application / Interview			



		variety of subject areas that are transferrable across departments				
Skills / Qualities	9	Excellent interpersonal, communication and organisational skills.	Application / Interview	F		Application / Interview
	10	Ability to co-ordinate and motivate staff	Application / Interview	G		Application / Interview
	11	Good negotiating skills	Application / Interview	H		Application / Interview
	12	Ability to work on own initiative.	Application / Interview			
	13	Good communication skills – oral, written and IT				
	14	Excellent organisational skills				
	15	Good interpersonal skills				
	16	Able to keep calm in difficult situations				



	17	Able to work effectively and efficiently				
	18	Ability to build good relationships with students, staff and suppliers				
	19	Flexible approach to work				
Other	13	Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults	Application / Interview			
	14					
	15	Commitment to College policies i.e., Health & Safety, Equality, Diversity & Inclusion	Application / Interview			
	16	DBS Check acceptable to the college will be undertaken for successful applicant	Application / Appointment			
	17					

