

Job Description

Group Member:		Leeds City College	
Job Title:		Cover Supervisor - Education and Early Years	
Reports to:		Programme Manager	
Job Grade	T1	Department	Education and Early Years

SPECIFIC ROLE RESPONSIBILITIES:

1. Supervise classes using pre-set work and ensure students remain engaged and on task.
2. Clarify instructions and provide academic support during cover sessions.
3. Record attendance and provide feedback on student progress to relevant staff.
4. Support a caseload of students, including monitoring progress and offering guidance.
5. Work in partnership with curriculum teams to ensure consistency in delivery.
6. Adapt to cover lessons across different course levels as required.
7. Participate in additional duties such as invigilation, enrichment, or pastoral support.
8. Maintain a safe and respectful learning environment and attend relevant internal meetings.

CORE RESPONSIBILITIES:

9. Supervise classes in the absence of teaching staff, delivering pre-set work and ensuring a focused and safe learning environment.
10. Support students with their understanding of tasks, clarify instructions, and maintain positive behaviour and engagement during cover sessions.
11. Use ProMonitor to record student progress, setting and reviewing SMART targets in collaboration with students and teaching staff (e.g. punctuality, behaviour, attendance at support sessions).
12. Build and maintain effective 1:1 relationships with a caseload of students, holding regular progress reviews linked to personal action plans.
13. Monitor attendance and engagement within your caseload and take prompt follow-up action on absences.
14. Maintain accurate records of student support, interventions, and PDPs using pastoral and college systems.

15. Provide timely information to relevant staff and departments.
16. Liaise with internal staff to coordinate appropriate support for students.
17. Support staff during college visits, trips, and off-site activities as required.
18. Attend team, staff, and case study meetings to contribute to holistic student support.
19. Assist with the support and invigilation of exams across the college group.
20. Undertake other relevant departmental duties in line with the needs of the curriculum and wider college services.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the Group's Values:

Kindness

Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them

Ownership

Using our robust business planning model to allow areas to have clear ownership over their vision and performance

Enjoyment

Fostering environments that enable staff and students to be brave, interact and have fun

Collaborative

Proactively seeking opportunities to create synergies and positive outcomes for all

Passion

Encouraging all to have aspiration and passion in everything they do.

Creative

Always hungry to learn and looking ahead so we can be responsive

Person Specification

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The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,
C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. Level 3 Diploma in Early Years or Supporting Teaching and Learning.	A / C
E	Q2. Good general education at NVQ level 2 or equivalent including literacy & numeracy at Level 2.	A / C
D	Q3. Relevant teaching qualification.	A / C
D	Q4. Degree in subject relevant to Education of Young Children and the Early Years.	A / C

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
D	EK1. Experience of working/dealing with students, particularly age 16+	A / I
E	EK2. Experience of working with schools, early years settings, parents and external support agencies	A / I
E	EK3. Have a good knowledge of behaviour management techniques	A / I

D	EK4. Experience in supporting a case load of students and/or lessons as required	A / I
D	EK5. Experience of student-centred approaches to learning and different styles	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Good standard of computer literacy, including Google applications	A / I
E	SC2. Some knowledge of barriers to learning and ways to overcome them, particularly with disaffected young people	A / I
E	SC3. Excellent interpersonal and communication skills	A / I
E	SC4. Good organisational and administrative skills	A / I
E	SC5. Able to work positively & effectively as a member of a team and on own initiative	A / I

Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A / I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	A / I
E	B3. Commitment to the PREVENT agenda	A / I
E	B4. Commitment to professional standards	A / I
E	B5. Commitment to restorative practice approaches	A / I