**Ursuline College **

**Cover Supervisor and Administrative Officer**

**Responsible to:** Cover Co-ordinator

**Grade:** KR5

**Hours per week:** 30

**Weeks per year:** 39 (Term Time only plus 5 days INSET )

**Main Purpose of Job:**

**To supervise whole classes, during short-term absence of teachers. Cover supervisors will give instructions for a lesson as provided by a teacher.**

**To undertake and support the admin function in the school**

General Responsibilities:

* To be committed to safeguarding and promoting the welfare of children and young people within the school.
* To act in a loyal and professional manner around school and to contribute to the overall ethos/work/aims of the school.
* To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of and support difference and ensure equal opportunities for all.
* To attend and support appropriate meetings/courses and to undertake any training as deemed necessary, in order to keep abreast of development.

**Specific Duties and Responsibilities:**

**Cover Supervisor**

* Act as cover supervisor in class for pupils engaged in learning activities to ensure that the learning objectives set by the teacher are achieved, ensuring inclusion of all pupils within the classroom in order to promote equal opportunities.
* To action instructions and requests of classroom teachers whose classes are being covered, including collecting in work and setting homework.
* To manage student behaviour to ensure a safe and constructive working environment
* Keep appropriate records as agreed with the teacher, to enable objective and accurate feedback to the teacher on all aspects of the covered lesson, including behaviour and quality of work produced by students.
* To deputise for Cover Manager/Co-ordinator in their absence, arranging and managing appropriate cover, with support from Lead Vice Principal
* To deal with any immediate problems or emergencies according to school policies and procedures
* Act as a role model to students and set high expectations of conduct to ensure that good behaviour is maintained.
* Support the use of ICT and other equipment and materials to enable pupils to achieve the learning outcomes set by the teacher.
* To participate in training and other learning activities as required and attend relevant meetings to ensure own continuing professional development
* When in Sixth Form Study, to ensure an environment that is conducive to quiet study and support students and the Head of Sixth Form accordingly
* To assist with invigilation when required.

**Administrative Officer**

* To undertake the provision of general administrative and organisational services as needed: typing, filing, photocopying, post, archiving etc.
* To undertake the provision of administrative and other support for school events and activities including but not limited to PSHE, academic review evenings, school open evenings, carol concerts, activity week, school nurse, school photo’s, bus passes etc.
* To input student records and retrieve information relating to pupils on school management information systems (e.g. SIMS) to ensure up-to-date and accurate records for staff and pupils. To ensure the utmost confidentiality in relation to such records.
* To man main reception to welcome visitors and attend to their needs in a professional manner
* Receive and prioritise incoming telephone calls and deal with them appropriately including recording and distributing messages as required.
* Provide hospitality to visitors and for various meetings within the school.
* Develop positive relations with students, parents and staff.
* Administer First Aid as and when required and ensure that accurate and complete records are maintained.
* Maintain Parlour and meeting room booking diaries

**Other Tasks**

* Student mentoring.
* To maintain high personal professional standards of attendance, punctuality, appearance, conduct and develop positive relations with students, parents and staff.
* Any further duties that the Head teacher may designate, which are commensurate with the grade of the post.

## PERSON SPECIFICATION

**COVER CO-ORDINATOR/SUPERVISOR**

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| **Criteria** | | Essential / Desirable | |
| **Skills, Knowledge & Abilities** | Excellent communication skills with ability to influence at senior level within the organisation  Ability to organise, manage and prioritise workload effectively  Ability to work using own initiative  Ability to work as part of a team  Ability to adapt to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances/ situations  Suitable to work with children and relate to them, in particular 11-19 yrs age group.  Working knowledge of Data Protection Act  Working knowledge of Rarely Cover | **🗸**  **🗸**  **🗸**  **🗸**  **🗸**  **🗸**  **🗸**  **🗸** |  |
| **Previous Experience** | Recent experience of working with young people in a school environment  Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment  Experience of using SIMS software | **🗸**  **🗸** | **🗸** |
| **Qualification/ Training** | A good general standard of education, especially with regards to numeracy and literacy skills.  First Aid qualification  Willingness to undertake further training as required. | **🗸**  **🗸** | **🗸** |
| **Other** | Flexible approach to working hours to meet the needs of the organisation | **🗸** |  |