

JOB DESCRIPTION

Job Title:	Cover Supervisor – KS4 Administrative Assistant
Responsible to:	Deputy Headteacher/ Director of Achievement KS4
Responsible for:	n/a
Grade:	Kent Scheme 5 - £20,595 - £21,693 (FTE 0.8172 – pro rata £16,830 - £17,727)
Hours:	35 hours per week, term time only, plus INSET days 8:30am - 4pm with 30 minutes lunch break. Additional hours by mutual agreement. Some flexibility may be needed for occasional scheduled evening events.

Job Purpose

To supervise whole classes during short-term absence of teachers. Cover supervisors will give instructions for a lesson as provided by a teacher. The cover supervisor will ensure the good behaviour of the pupils and make sure the pupils engage in the learning activity. The post holder will be required to respond to pupils' general questions and provide feedback to the teacher on broad issues such as behaviour, but will not be expected to undertake any planning, preparation, delivery or assessment of pupils' progress and/or development. Cover supervisors will be subject to general supervision and will act under the professional direction of teachers.

To provide administrative support to the Director of Achievement (DoA) KS4

When required, to invigilate examinations.

To support the organisation and execution of Speech Day

To provide administrative support to the TLR holder for Duke of Edinburgh Award Scheme

To support teaching staff and administrative staff as required

1. Key Responsibilities/ Key Tasks – KS4 Admin Support

1. To provide general administration support to Key Stage 4 to include:

- Notices to all or particular members of staff from self or Director of Achievement KS4, either to inform or gather feedback
- Maintaining good order of pupils' files
- Creating documents worded by DoA for school purposes
- Producing letters on behalf of DoA to external bodies and parents, and sending out via Edulink and ParentMail
- Photocopying
- Update as necessary the KS4 overview document

More in-depth administration:-

- Produce KS4 homework timetables and GCSE Dates and Deadlines table and GCSE Guide booklet. Arrange for these to go onto the school website.
- Collection, organisation and analysis of attendance data to process, record and feedback in liaison with receptionist
- Create a fortnightly report for DoA/Assistant DoA of attendance figures
- Create fortnightly emails to pupils and half termly letters to parents regarding attendance
- Compilation of data for pupil references. Downloading, printing and filing of pupil applications and reference requests
- Maintain and update potential leavers' list

- Collate data for and put logistical arrangements in place for the Rewards systems to include identifying pupils that will gain rewards and purchasing of online vouchers for the rewards
- Source venues, organise and accompany reward trips/events
- Collation of teacher feedback for non-attendees at Parents' Evenings and then sending this information home to parents either electronically or by post
- Design and collate the Year 11 Options Booklet and Christmas and Easter Year 11 Revision packs. Organisation of their production
- Organise the logistical arrangements for the Year 11 Options Evening and Year 10 Welcome Evening, including sending a letter home and booking the hall and liaising with caretakers about chairs etc.
- Distribution of PSHE schedule and lesson plans and resources for form tutors
- Administrative and logistical oversight for KS4 PSHE to include booking of space in school, booking of external speakers, meeting them on arrival, providing them with logistical and technological support such as car parking, refreshments, setting up and dismantling of IT equipment required for their session Support events with external speakers on the day and carry out appropriate follow up
- Administration and some proof reading of both year groups' interim and full school reports, including printing and correction of mistakes when required
- Assisting external photographer in coordination of pupils' individual and tutor group photographs on the day of his/her visit
- Creation of suitable form/late/individual pupil report cards and other information providing notices, fliers, leaflets as and when necessary
- Administer the Kent Freedom pass for KS4
- Organisation and administration of KS4 parents' evenings and similar events
- Organise KS4 progress/ tracking/options interviews
- In conjunction with the KS3 Administrative Assistant, order prefect badges for KS4 and make staff badges for all staff and staff name signs for events

3. Share the organisation and administration for Speech Day with other administrative staff.

Cover Supervisor:

- Supervise pupils engaged in learning activities to ensure that the learning objectives set by the teacher are achieved, also ensuring inclusion and acceptance of all pupils within the classroom in order to promote equal opportunities
- Act as a role model and set high expectations of conduct to ensure that good behaviour is maintained. Report back as appropriate using the school's agreed referral procedures on behaviour or any issues arising during the lessons
- Keep appropriate records, as agreed with the teacher, to enable objective and accurate feedback to the teacher and pupils on attendance and the conduct of the lessons
- Support the use of ICT and other equipment and materials to enable pupils to achieve the learning objectives set by the teacher
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the appropriate person, to maintain a safe and secure learning environment for pupils
- Participate in training and other learning activities as required and attend relevant meetings to ensure own continuing professional development
- Supervise pupils on trips, visits and out of school activities as required.

- Organise the cover schedule and arrange for room changes if required.

Other Responsibilities

1. Undertake duties as specified in school policies and procedures
2. Any other reasonable ad hoc duties (appropriate to role) requested by the Headteachers, or the Director of Achievement KS4
3. To ensure school equipment and records are appropriately stored and secured
4. Completing all work to a good standard, and ensuring the role is carried out in a professional manner appropriate to a school context
5. Readiness to undertake appropriate training, for example on School Edulink system
6. To work in conjunction with the Cover Supervisor – KS3/5 Administrative Assistants, providing (and receiving) mutual support and guidance

Experience/ Skills Requirement

Flexibility

Computer literate; knowledge of Google Suite, Excel and SIMS an advantage, however training will be provided

Ability to prioritise, to work proactively and independently

Be an effective team player

The post holder will be in charge of a class of approx. 30 pupils. He or she must give clear instructions for the lesson provided by the teacher ensuring that learning outcomes are achieved. Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment

The post holder must work within the relevant policies, codes of practice and legislation reporting any concerns to the relevant person. Basic knowledge of first aid an advantage.

The post holder must have excellent verbal and written communication skills to be able to inform, persuade and communicate with pupils, and provide feedback to other professionals and parents as required.

The post holder must be well-organised and efficient in carrying out administrative tasks