**SIR ROGER MANWOOD’S SCHOOL: COVER ASSISTANT**

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| **SALARY** | Kent Range 3-4, depending on experience |
| **WORKING TIME** | 37 hours per week, 40 weeks per year (which is term time plus 2 weeks) |
| **JOB DESCRIPTION****Cover Supervisor** * Establish constructive relationships with students and interact with them according to individual needs
* To cover classes and or activities in accordance with school policies
* To create an orderly, purposeful environment where pupils can complete the work set
* Supervise and support students ensuring their safety and access to learning
* Support students to understand instructions
* Encourage students to act independently to promote self-esteem and independence
* Undertake structured and agreed learning activities adjusting activities according to student responses
* Promote the inclusion and acceptance of all students
* Use and maintain equipment and resources and assist students in their use
* Support the use of ICT in learning activities and develop students’ competence and independence in its use
* To liaise with the appropriate Head of Department on the work set for classes
* To liaise with members of staff for whom they have covered, on their return from absence
* To keep a record of work set and cover completed
* Accompany teaching staff and students on visits, trips and out of School activities as required
* To supervise the Library as required.
* To be an integral part of pupil supversion during the school timetabled lunch break, morning break, before and after, school as required.

**Administrative*** When not engaged in cover management or provision during the School day, to assist members of the Administration Team with their tasks
* To ensure cover of the reception, telephones, post and the reasonable needs of teachers, support staff, students and parents/carers
* To participate in a rota to cover the Front Office between 8.00am and 4.30pm every School day, and from 9.00am to 4.00pm during holidays, as directed by the Head’s PA

**General*** To carry out other duties as may reasonably be assigned to you by the Headteacher, School Business Manager or Deputy Head
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**Person Specification: Cover Assistant**

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| **Essential Qualities** | **Desirable Qualities** |
| Educational Qualifications |
| * 5 GCSEs (or equivalent) at grade C or above, including Maths and English
 | * Degree or equivalent
* A relevant, up-to-date first aid qualification (or willingness to train)
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| Skills, abilities and experience |
| * Is punctual reliable well organised and committed to high standards
* Is patient optimistic and has a fantastic sense of humour
* Can be an outstanding ambassador for the school
* Is able to empathise with children and young adults
* Excellent communication skills
* Experience of working in a team and with enthusiasm, direction and positive spirit
* Ability to work autonomously
* Outstanding interpersonal skills
* Excellent organisational skills
* Flexibility and the ability to work calmly and quickly under pressure
* Resourcefulness and the ability to multi task and prioritise
* Is proactive in looking for solutions and addressing potential problems
 | * Experience of working in an educational environment
* Experience of working with teachers and teenage children
* A commitment to personal and professional development
* Experience of constructive cooperation with parents/carers
* Experience of delivering first aid
* Experience of using a variety of IT packages including email, word processing and spreadsheets
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| Personal Qualities |
| * Demonstrate a genuine warmth and interest in the pupils care
* A warm and sympathetic personality
* Team player, supporting colleagues
* Common sense
* A sense of humour and proportion
* Discretion and confidentiality
 | * An interest in the School, its purpose and ethos
* Motivator of self and others
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| Child protection |
| * Commitment to the protection of children and young people
* Willingness to follow the School’s Safeguarding procedures
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