**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 | |

**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) |
| 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 |
| 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 |
| Child protection | |
| * Commitment to the protection of children and young people * Willingness to follow the School’s Safeguarding procedures |  |