**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****Learning Support*** To be responsible for promoting and safeguarding the welfare of young people
* 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 work with individuals or groups of students within or outside the classroom, making particular individual curriculum provision where required
* Assistance with Education and Behaviour Plans, Personal Care programmes and support Annual Reviews and PEP’s as required
* Promote the inclusion and acceptance of all students
* Encourage students to interact with others and engage in activities led by the teacher
* Encourage students to act independently to promote self-esteem and independence
* Undertake structured and agreed learning activities adjusting activities according to student responses
* Provide feedback to students in relation to progress and achievement under guidance of the teacher
* Undertake student record keeping, monitoring students’ responses to learning activities
* To deliver appropriate learning opportunities to meet specific learning needs
* To use special equipment and maintain where appropriate, facilities and techniques (social communication, audio- visual, and IT based) to support learning
* To assist in the administration and implementation of target-setting, mentoring and monitoring of progress
* To develop a bank of strategies to deal with challenging behaviour
* To mentor assigned individuals
* To liaise constructively with colleagues, parents/carers and outside agencies
* To maintain confidentiality and observe data protection and other guidelines

**Administrative*** To Administer routine tests and invigilate exams
* When not engaged classroom cover during the School day, to report to the office and office assistance as assigned.
* 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

Administer routine tests and invigilate exams**General**Uphold and model exemplary Safeguarding and Health and Safety related behavioursTo carry out other duties as may reasonably be assigned to you by SLTBe aware of and comply with policies procedures elating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate personBe aware of and support difference and ensure all students have equal access to opportunities to learn and learn and developContribute to the overall ethos, work and aims of the school.Appreciate and support the role of other professionalsAttend relevant meetings as requestedParticipate in training and other learning activities and performance development as required including carrying out individual research into particular areas of need to support role Accompany teaching staff and students on visits, trips and out of school activities as required.To supervise the Library and after-school club as requiredUpholding the Schools values and implementing policies and proceduresThe duties may be varied to meet the changing the changing demands of the School. This job description does not form part of the contract of employment. It describes the way in which the post holder is expected and required to perform and complete the particular duties set out above. |

**Person Specification: Cover Assistant Only**

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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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