**SIR ROGER MANWOOD’S SCHOOL: CLASSROOM COVER/TEACHING 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 Assistant*** Cover classes and or activities in the absence of the teacher.
* Responsible for promoting and safeguarding the welfare of young people
* Establish constructive relationships with students and interact with them according to individual needs.
* Work with individuals or groups of students within or outside the classroom, making particular individual curriculum provision where required
* Promote the inclusion and acceptance of all students
* Encourage students to act independently to promote self-esteem and independence
* Deliver appropriate learning opportunities to meet specific learning needs
* Use special equipment and maintain where appropriate, facilities and techniques (social communication, audio- visual, and IT based) to support learning
* Assist in the administration and implementation of target-setting, mentoring and monitoring of progress
* Develop a bank of strategies to deal with challenging behaviour
* Liaise constructively with colleagues, parents/carers and outside agencies
* Maintain confidentiality and observe Data Protection and other guidelines

**Administrative*** Administer routine tests and invigilate exams
* When not engaged in classroom cover report to the Office and to undertake general administrative tasks as directed
* Ensure cover of the Reception including answering telephones, sorting post assisiting with the reasonable needs of teachers, support staff, students and parents/carers
* To participate in a rota. (During term time) for Reception before the school day (from 8.00am to 8.30am) and after the school day (from4.00pm to 4.30pm).
* Cover the office during outside of term time for 10 days, from 9.00am to 4.00pm, as directed by the Head’s PA

**General**Uphold and model exemplary Safeguarding and Health and Safety related behavioursCarry out other duties as reasonably assigned to you by SLTBe aware of, and comply with, policies and procedures relating to Child Protection, Health and Safety, 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 schoolAppreciate and support the role of other professionalsAttend relevant meetings as directedParticipate 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 directedTo supervise the Library and after-school Homework Club as requiredUphold the School’s values and implement policies and proceduresDuties may be varied to meet 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: Classroom Cover/Teaching 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 in an academic subject from a reputable higher education consitution
 | * A recent graduate looking to use this post as a stepping stone to a career in teaching
* 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 possess a good 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
* Resourceful and with the ability to multi task and prioritise
* Proactive in looking for solutions and addressing potential problems and yet still a team player and someone who follows school policies
 | * 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 |
| * Can demonstrate genuine warmth and interest in the pupils’ care
* Warm and empathetic personality
* Team player.
* Supportive of colleagues
* Common sense
* Sense of humour and proportion
* Discrete and able to maintain 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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