



## **Job Role Profile –Faculty Assistant/Cover Supervisor**

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**Job Title:** Faculty Assistant/Cover Supervisor

**Accountable to:** Faculty Leader

**Grade:** 4

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### **Job Summary**

This post holder will be required to provide teaching and administrative support for the Faculty. Under guidance from the faculty leader and class teachers the post holder will be expected to work with individual students and small groups within the classroom. The post holder will be expected to provide cover for planned and unplanned short term teacher absences across the college.

### **Key Tasks**

#### **Teaching and learning**

- Assist in the educational and social development of students under the direction and guidance of the Faculty Leader and Class Teachers.
- Assist the Faculty Leader and class teachers in the planning of work programmes for individuals and groups of students and developing extended activities. Help monitor their progress.
- Provide support for individual students inside and outside the classroom to enable them to fully participate in activities; support students with specific learning needs and help develop their social skills
- Undertake planned and unplanned lesson cover in the short-term absence of teachers across the college.
- To undertake lunchtime supervision as directed. (Duties)

#### **Administrative duties**

- Support teachers in preparation and production of classroom materials
- Ensure that all departmental materials and equipment are in good, safe working order and stored safely and securely
- Assist teachers with maintaining student records
- Undertake normal office administration tasks; filing, photocopying, opening mail, answering emails, typing etc. Deal with phone and letter enquiries.
- Prepare and present displays of students' work both in the classroom and surrounding areas
- Collect and receipt money from students for trips and departmental purchases
- Assist with the planning and organising of departmental trips
- Assist with examination administration if required
- Assist and provide support to Faculty leader and teachers with student data analysis

- Attend college meetings as appropriate to role

### Other Duties

- To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- To carry out the duties and responsibilities of the post in compliance with the School's Equal Opportunities Policy.
- Observe all Oathall Community College practices relating to child protection, security, fire and emergency and Health and Safety.
- To understand and comply with all other relevant school policies.
- To assist with out-of school activities and, after appropriate training, to undertake the driving of the college minibus if required
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the level of responsibilities of the post.
- Participate in in-service training as appropriate to role

Person Specification		
Area	Necessary requirements	Measured by
<b>Education/ Training</b>	Essential <ul style="list-style-type: none"> <li>• A good level of education to include <u>at least</u> GCSE level Maths and English A-C.</li> </ul>	<ul style="list-style-type: none"> <li>• Application/ Interview/ Certificates</li> </ul>
	Desirable <ul style="list-style-type: none"> <li>• Educated to A-Level or equivalent .</li> <li>• Degree, Diploma or other recognised professional qualification in a relevant area.</li> </ul>	<ul style="list-style-type: none"> <li>• Application/ Interview</li> </ul>
<b>Experience/ Skills</b>	Essential <ul style="list-style-type: none"> <li>• Good organisational skills including the ability to plan, prioritise, work to deadline and manage time effectively</li> <li>• Good IT skills . that must include ability to use Microsoft Office products and Outlook</li> <li>• Be able to communicate effectively to students, parents and other colleagues orally and in writing</li> <li>• Have a basic understanding of data and how it can be used to support student learning</li> </ul>	<ul style="list-style-type: none"> <li>• Application/ Interview/ references</li> <li>• Exercise</li> </ul>
	Desirable <ul style="list-style-type: none"> <li>• Has previous similar experience working in a school (voluntary or paid)</li> <li>• Experience of analysing numerical data (statistics) and presenting it in readily accessible formats (Excel etc.)</li> <li>• First Aid Qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Application/ Interview</li> </ul>
<b>Knowledge</b>	Essential <ul style="list-style-type: none"> <li>• A basic knowledge of policy and issues surrounding education</li> </ul>	<ul style="list-style-type: none"> <li>• Application/ Interview</li> </ul>
	Desirable <ul style="list-style-type: none"> <li>• Knowledge or experience of working in educational organisations or in youth related organisations.</li> </ul>	<ul style="list-style-type: none"> <li>• Application/ Interview</li> </ul>

Person Specification		
Area	Necessary requirements	Measured by
	<ul style="list-style-type: none"> <li>• An understanding of the 11-16 curriculum</li> </ul>	
<b>Attitudes and Values</b>	<ul style="list-style-type: none"> <li>• Enjoys being with children and seeing them learn in a positive climate</li> <li>• Ability to work in a systematic, orderly and organised manner without supervision.</li> <li>• Take pride in work, with an eye to accuracy and detail</li> <li>• Flexible approach to working hours</li> <li>• Ability to relate well to children and adults</li> <li>• Commitment to equal opportunities and diversity practice</li> <li>• Ability to self evaluate learning needs and actively seek learning opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Application/ Interview</li> </ul>