**Salary:** Scale 5 point 22-25

**Hours:** 37 hours per week, term time plus inset days

**Line Manager:** ALT Administrator

**Purpose**

 The post holder will supervise whole classes during the short term absence of teachers. The primary focus will be to maintain good order and to keep students on task. Cover supervisors will need to respond to questions and generally assist students to undertake set activities.

Where cover is not required, the cover supervisor will carry out such functions of a teaching assistant or administrative and clerical functions as are commensurate with the grade of the post, as directed.

**Key Duties and Responsibilities:**

• Supervising work that has been set in accordance with the academy policy

• To follow classroom routines, e.g. an organised entry to the room, seat students appropriately for the activity, supervise an orderly exit from the room

• To register the class and take appropriate action regarding lateness and punctuality, in accordance with Academy rules

• Managing the behaviour of students whilst they are undertaking this work to ensure a constructive environment

• Responding to any questions from students

• Dealing with any immediate problems or emergencies according to the academy’s policies and procedures

• Collecting any completed work after the lesson and returning it to the appropriate member of staff

• Reporting back as appropriate using the academy’s agreed referral procedures on the behaviour of students during the class, and any issues arising

• Supervising students on visits, trips and out of school activities that fall within the normal hours of work of the post holder

• Supervision of student’s out of school hours learning activities that fall within the normal hours of the post holder

• Assisting with the supervision of students during breakfast, break or lunchtimes (duty)

• Maintaining and updating classroom and corridor displays as required

• Invigilating exams if required

• Acting as a learning mentor to students

**General Matters**

Any other duties as deemed reasonable and necessary by the Principal

To play a full part in the life of the academy community, to support the academy ethos and to encourage staff and students to follow this example

To actively promote academy policies

To attend staff meetings, as required

To continue professional development as agreed

To actively engage in the appraisal and professional development process

To carry out any other duties which may be reasonably regarded as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Condition of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder and will be reviewed annually as part of the Academy Appraisal process.

The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons for who s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the Academy’s Safeguarding and Child Protection Policy Sat all times. If in the course of carrying out the duties of the role, the Post holder becomes aware of any actual or potential risks to the safety or welfare of children in the academy s/he must report any concerns to the Academy’s Designated Safeguarding Lead and Principal.

**Staff Benefits**

• Access to a health scheme that entitles employees to access a range of medical services included a reimbursed amount towards optician and dental costs.

• Access to a rewards scheme that provides discounts in a range of stores, restaurants and travel companies

• A close knit, friendly and supportive working environment

• Excellent site and learning facilities

• Personal development opportunities

**Person Specification**

**Qualifications:**

Good level of literacy and numeracy – grade C or above (E)

Degree (D)

**Knowledge and Experience:**

Some experience of classroom assistant work or voluntary work in an education or youth setting

Can demonstrate competent administration skills

Some knowledge of managing groups of young people

Sufficient knowledge of ICT to be able to use Academy Management Information Systems

**Personal Attributes:**

Ability to develop good working relationships.

Ability to establish positive relationships with students,

Ability to work in an organised and methodical manner.

Ability to identify work priorities and manage own workload within agreed parameters.

Ability to work effectively as part of a team.

Problem solving

Ability to deal with a situation