



# COOMBE WOOD SCHOOL

## **COVER SUPERVISOR with Teaching Assistant Duties**

Context, Job Description and Person  
Specification



<http://www.cws-croydon.co.uk/>

<http://www.folio-education.co.uk/Coombe-Wood-School>

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## Context of Coombe Wood School

**Introduction:** To meet the local rising demand, CWS will be a new secondary fully inclusive co-educational school serving the communities in South and Central Croydon for children aged 11-18: when full it will offer a maximum of 1680 school places. The school will open in temporary accommodation in September 2018. Already the school is well oversubscribed and the admissions criteria allow CWS to admit some children from further afield following a sports assessment.

**Location:** The proposed location of the new school is the existing site of the Coombe Road Playing Fields, a site designated by London Borough of Croydon in the Croydon Local Plan. Local Plan Ref: 662 - Coombe Road Playing Fields, CR0 5RB. This is also the location of the temporary accommodation.

**Curricular features:** CWS will focus upon three main academic strands which will provide students with a well-rounded education full of opportunity and memorable experiences.

Strand 1: Sport and Health Related Fitness

Strand 2: Creative and the Performing Arts

Strand 3: Academic Studies (including non-vocational subjects leading to FE)

The intention is to deliver a different approach to sport education found in most other secondary schools. By focusing on a narrow range of sports the school hopes to promote depth rather than breadth. Using the definition of social mobility our aim is to move those children living in families with a below average income to a position where they can access higher earnings through professional careers.

**Community:** Institutionally Coombe Wood School aims to build a lasting relationship with the local community. This will be a local school for local families. We have aspirations to support students who do not have adequate study facilities at home through timetable study support sessions after school, where teachers will be on hand to guide students and embed positive study habits. Through the sports and performing arts foci the school aims to have enhanced sports and other facilities which can be made available to the local community.

For the future



## TEACHING ASSISTANT / COVER SUPERVISOR / GENERAL TECHNICIAN Job Description

**Salary Scale:** £20,667-£24,999(paid pro rata equates to £17,678-£21,384)

**Grade and Range:** Grade 4 / 5 SPC 18-25

**Working pattern:** Term Time only, 36 hours per week

**Duties:** The duties and competencies outlined in this job description cover general responsibilities as the precise activities described below may develop, vary or be refined over time according to the needs and demands of a growing school. Such changes are to be anticipated whilst still falling with the spirit and intent of this job description.

**Responsible to:** Headteacher

**Responsible for:** Efficient provision of necessary learning support and equipment to ensure high standards of safety and effective subject delivery.

The school will double in size for year two and the role will change as the school transfers to the state-of-the-art new £34M building housing modern purpose-built classes and laboratories.

This role will support the school in its first operational year and in preparing for an additional 180 students in September 2019 which will complete the 'Lower School' (Key Stage 3).

### RESPONSIBILITIES

**Duties will include:**

1. Support the work of Curriculum Areas and the School whilst members of staff are absent
2. To support teaching staff during lessons.
3. To manage the technical, administrative and resource provision within Science and initially a range of other subjects.

### Cover Supervisor Responsibilities:

- Supervise students as directed by cover requirements
- Communicate the work set by the class teacher to the students
- Oversee the collecting of books and equipment at the end of the lesson and ensure they are returned to the appropriate place
- Ensure the students tidy up and leave the classroom in good order
- Return work etc. to the class teacher or Curriculum Leader and inform him/her of the point reached by the students
- Report any problems, difficulties, successes etc. to the class teacher or Curriculum Leader
- Support the work of the Curriculum Areas by providing admin assistance

### Teaching Assistant responsibilities: adhering to the professional standards for TAs

- Support teaching staff during lessons in the provision of all subjects across the age and ability range
- Guide the intervention work of small groups or single students outside the main classroom
- Contribute to outstanding attainment and progress at all key stages
- Collecting and cataloguing of sundry worksheets, books, audio-visual aids and materials
- Gain an excellent working understanding of the learning needs of the students with whom you work. This may include liaising with colleagues and accessing attainment data and information from EHCPs/Educational Psychologist reports
- Enhance the quality of Teaching Assistant provision across the school through sharing resources and good practice and active participation in CPD
- Support Coombe Wood's aims and objectives for teaching and learning
- Show flexibility, innovation and intelligence in responding to the needs of the students and school as a whole.

### General

- Supporting the input of student assessment data for internal targeted intervention strategies;
- Provide general administrative and clerical support for Science/DT as required including reprographics, display/preparation of materials, and the contacting of parents regarding straightforward matters;
- Support the supervision of groups of students in the after school work zone Mon-Fri 3.10 – 4.10pm
- Obtaining local purchases necessary for lessons and technician tasks.

### Effective Day to Day Management:

- To ensure the school's Health and Safety policy and the current Health and Safety regulations are adhered to and implemented
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Maintain high quality working relationships with staff that contribute to creating a productive and happy working environment

### Other duties

- Participate in training and other learning activities as required
- Attend and participate in regular meetings
- Contribute to the wider life of the school if required
- Perform all other reasonable requests from the Headteacher and Line Manager which may be wide and varied especially in the first year.
- Respect confidentiality at all times.

### Outcomes

Coombe Wood School teaching and non-teaching staff will work closely together across many different areas of the school to ensure the best possible learning experiences for our students.

This role helps the smooth and efficient running of the school to support raising student motivation, aspiration and achievement, improving behaviour and contributing to a wide range of school objectives within the School Development Plan (SDP).

Alignment with our ethos and our core values of Teamwork, Respect, Enjoyment, Discipline and Sportsmanship is expected at all times.

*See below for Person Specification and application procedure.*

## Teaching Assistant / Cover Supervisor / General Technician Person Specification

Criteria	Essential	Preferred
Please note that training in school systems will be provided.		
<b>Qualifications</b>		
Educated to A level standard	X	
First degree or equivalent		X
<b>Knowledge, Skills and Experience</b>		
Adaptable to handle a multi-functioning role	x	
Highly organised with good time management skills and the ability to work under pressure and independently	x	
Adaptability and flexibility in working practices and the ability to use their initiative	x	
A high degree of professionalism in their approach to work and tasks set	x	
Communicate clearly with all sections of the School community both orally and in writing.	x	
Ability to handle sensitive issues keeping confidentiality as required.	x	
Knowledge of Microsoft Office and be confident in their use. Be willing to learn new computer systems	x	
Be able and willing to undertake staff training and development courses, some of which may be outside of normal working hours, to develop and maintain technical qualifications for the role.	x	
Ability to adhere to working procedures and policies within the School environment.	x	
Ability to form good working relationships with colleagues, students and parents and work as part of a team	x	
Previous experience of working within a school science department/laboratory.		x
An understanding of basic health and safety requirements.	x	
<b>Attributes</b>		
<ul style="list-style-type: none"> <li>• Demonstrate a positive, active and cooperative outlook</li> <li>• An approachable, accommodating attitude</li> <li>• High standards embracing honesty, integrity, loyalty and trustworthiness</li> <li>• Ability to be flexible, adaptable and know when to use own initiative</li> <li>• Able to remain calm and act sensibly under pressure</li> <li>• A good team player and collaborative worker</li> <li>• Present a good role model to students</li> <li>• Grasp of the Coombe Wood ethos, supportive of the drive for health and fitness among the school community</li> </ul>		

**Application procedure:**

If you have any queries please contact Coombe Wood's HR Manager, Mrs J Baker, by email at [careers@cws-croydon.co.uk](mailto:careers@cws-croydon.co.uk)

Please download the application form from <http://www.cws-croydon.co.uk/Career-Opportunities> or <https://www.tes.com/jobs/> in compliance with Safer Recruitment guidelines, we cannot accept CVs as a valid form of application.

The completed forms should be emailed to [careers@cws-croydon.co.uk](mailto:careers@cws-croydon.co.uk)

**Closing Date: 9am Thursday 3<sup>rd</sup> January 2019**

**Interviews: Monday 7th January**

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