



# St Philomena's

## Catholic High School for Girls

### JOB DESCRIPTION

Post Title	Cover Assistant
Salary Scale:	Scale Point 4/5, Points 7-17: £21,149 - £24,673 gross per annum (£30,285 - £34,997 FTE), dependant on experience
Working Hours:	30 Hours a week  Monday – Friday 08:15 AM – 03:15 PM (1 Hr Unpaid Break Per Day)  Term time Only.
Purpose:	<ul style="list-style-type: none"> <li>• The Cover Assistant will be required to supervise whole classes during the short term absence of Teachers.</li> <li>• The Cover Assistant will give instructions for the lesson as provided by a teacher and the primary focus of the role will be to maintain good order and to keep students on task.</li> <li>• The Cover Assistant will respond to general questions and provide general feedback to teachers but will not be required to undertake 'specified work'.</li> <li>• The Cover Assistant will therefore not be subject to a 'system of supervision' other than the general supervision applicable to all staff and will act under the professional direction of teachers.</li> <li>• When not required for cover supervision, to undertake general clerical duties as directed by your Line Manager or Support in the SEND Department.</li> <li>• To uphold the Catholic ethos and recognise the school as a place where Christ is at the centre.</li> </ul>
Reporting to:	Assistant Headteacher responsible for Teaching and Learning / Business Manager
Disclosure level	Enhanced

## Specific Duties

Support for Students	<ul style="list-style-type: none"><li>• Supervise students engaged in learning activities.</li><li>• Act as a role model and set high expectations of conduct and behaviour. #</li><li>• Promote the inclusion and acceptance of all students within the classroom.</li><li>• Support students consistently whilst recognising and responding to their individual needs.</li></ul>
	<ul style="list-style-type: none"><li>• Keep students on task and respond to general queries.</li><li>• Provide objective and accurate feedback to the teacher on the conduct of the lesson.</li><li>• Keep appropriate records as agreed with the teacher.</li><li>• Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.</li><li>• Administer and assess routine tests and invigilate exams/tests.</li><li>• Provide general clerical /admin support e.g administer coursework, produce worksheets for agreed activities etc.</li></ul>
Support for the Curriculum	<ul style="list-style-type: none"><li>• Support the use of ICT where appropriate.</li><li>• Make appropriate use of equipment and resources.</li></ul>
Support for the School	<ul style="list-style-type: none"><li>• 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.</li><li>• Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.</li><li>• Participate in training and other learning activities as required.</li><li>• Attend and participate in regular meetings.</li><li>• Respect confidentiality at all times.</li></ul>

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|  | <ul style="list-style-type: none"><li>• To carry out any such comparable duties as may be required by the school.</li></ul> |
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### **Other Specific Duties**

#### **Health and Safety**

To work within and ensure staff and student compliance with the School Health and Safety Policy.

#### **Equality and Diversity**

Work within and promote compliance with the Equality Act (2010) through the School's Equality Duty Information and Objectives Document.

#### **Training and Development**

To attend relevant training and development courses as required and identified during performance appraisals. The performance and development needs of the post holder will be reviewed at least once a year by the line manager.

To undertake such other duties, as required by your line manager, commensurate with the seniority of the post. Adequate time will be given to carry out the role as well as support in the classroom.

#### **Safeguarding**

St Philomena's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This role requires an enhanced Disclosure and Barring Service check.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

St Philomena's is a non-smoking site.