



St Philomena's

Catholic High School for Girls

JOB DESCRIPTION

Post Title	Ad Hoc Cover Assistant
Salary Scale:	£13.56 per hour
Working Hours:	<ul style="list-style-type: none"> Hours of work are as and when is needed. Where possible, advance notice is given to confirm a future booking of an Ad Hoc Cover Assistant. When unplanned immediate cover is required, early morning telephone calls are undertaken (from 7.00am onwards). Ad Hoc Cover Assistants complete timesheets for all hours worked. To uphold the Catholic ethos and recognise the school as a place where Christ is at the centre.
Purpose:	<ul style="list-style-type: none"> The Ad Hoc Cover Assistant will be required to supervise whole classes during the short term absence of Teachers. The Ad Hoc 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. The Ad Hoc Cover Assistant will respond to general questions and provide general feedback to teachers but will not be required to undertake 'specified work'. The Ad Hoc 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. When not required for cover supervision, to undertake general clerical duties as directed by your Line Manager.
Reporting to:	Assistant Headteacher responsible for Teaching and Learning / Staff Cover Coordinator
Disclosure level	Enhanced

Specific Duties

Support for Students	<ul style="list-style-type: none"> Supervise students engaged in learning activities. Act as a role model and set high expectations of conduct and behaviour. Promote the inclusion and acceptance of all students within the classroom. Support students consistently whilst recognising and responding to their individual needs.
----------------------	---

	<ul style="list-style-type: none"> • Keep students on task and respond to general queries. • Provide objective and accurate feedback to the teacher on the conduct of the lesson. • Keep appropriate records as agreed with the teacher. • 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. • Administer and assess routine tests and invigilate exams/tests. • Provide general clerical /admin support e.g administer coursework, produce worksheets for agreed activities etc.
Support for the Curriculum	<ul style="list-style-type: none"> • Support the use of ICT where appropriate. • Make appropriate use of equipment and resources.
Support for the School	<ul style="list-style-type: none"> • 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. • Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop. • Participate in training and other learning activities as required. • Attend and participate in regular meetings. • Respect confidentiality at all times. • To carry out any such comparable duties as may be required by the school.

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.

Signature: Date:

Headteacher's signature: Date: