



Hazelwick School

A Converter Academy

JOB TITLE: Cover Supervisor/Administrative Assistant

RESPONSIBLE TO: Assistant Headteacher

Overall purpose of the role is to:

- to work as a Cover Supervisor for up to five lessons per day in the absence of the class teacher under the supervisory arrangements established by the school. When these cover arrangements are not required, to work as an Administrative/Teaching Assistant, according to the requirements of the school
- provide administrative assistance to the relevant Curriculum Area and on occasions other Curriculum Areas in the school
- contributing to the overall ethos, work and aims of the school

Responsibilities will include:

As Cover Supervisor:

- covering lessons and registration periods for teachers who are absent
- developing curricular knowledge as required by the school
- responding to questions from students about process and procedures
- assisting students to undertake set activities as appropriate
- dealing with any immediate problems or emergencies according to the school's policies and procedures
- collecting completed work after the lesson and returning it to the appropriate office
- promoting positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging students to take responsibility for their own behaviour. Reporting back, as appropriate, using the school's agreed referral procedures on the behaviour of students during the class and any issues arising
- establishing productive working relationships with students, acting as a role model and setting high expectations
- promoting the inclusion and acceptance of all students with the classroom
- supporting students consistently whilst recognising and responding to their individual needs
- encouraging students to interact and work co-operatively with others and engaging students in activities
- promoting independence and employing strategies to recognise and reward achievement of self-reliance
- providing feedback to students in relation to progress and achievement
- being responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- being aware of, and complying with, policies and procedures relating to Child Protection, Health and Safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person
- attending and participating in meetings as required
- acting as a form teacher when required
- participating in training and other learning activities as required

- invigilating internal or external examinations when required
- using skills and experience to manage safely classroom activities, the physical learning space and resources for which you are responsible

As Administrative Assistant:

- providing general administrative support to Curriculum Areas
- liaising with outside agencies and the Finance office with reference to the supply of goods, services, transport, external speakers and workshop providers
- compiling and processing classroom resource materials
- assisting in the updating of display work
- stock taking, maintaining and monitoring resources, equipment and stationery for specific curriculum areas
- providing cover for offices as required
- creating and maintaining spreadsheets for managing performance

Safeguarding:

- Hazelwick School is committed to safeguarding and promoting the welfare of children and young people and communicates a clear framework to employees. Safeguarding is a key aspect of every role and all staff must have read and be fully aware of the Child Protection Policy.

Other Requirements:

- be committed to inclusive education
- contribute to the provision of an efficient and effective learning environment
- maintain confidentiality at all times
- to be aware of and adhere to all School policies and procedures
- to support a range of duties when not required for cover during the working day
- to maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training
- to undertake such other duties, training and/or hours of work as may be reasonable required and which are consistent with the general level of responsibility of this job

The Cover Supervisor/ Administrative Assistant will carry out such other duties as may be required

Last updated January 2019