

POSITION DETAILS:

Position Title:	Cover Assistant
Reports to:	Deputy Head Pastoral
Division	Academic support
School	RAKA Al Hamra
Contract Type	Academic
Leave Type	Academic

JOB PURPOSE

To provide short term cover for absent teaching staff, this includes allocating prepared work, keeping students on task, and the effective management of behaviour during lessons.

The Cover Supervisor will be required to respond to students' general questions and give feedback to the teacher on broad issues such as behaviour and work that has been completed, they will not be expected to undertake detailed planning, preparation or assessment of students' attainment and progress.

RESPONSIBILITIES:

Core Responsibilities:

Operational

- Supervise pre-prepared activities and self-directed learning in the absence of the teacher to enable continuity of learning.
- Provide support and encouragement to students and manage classroom organisation during the cover lesson.
- Manage the behaviour of students through the implementation of the school behaviour to achieve policy and encourage students to take responsibility for their own behaviour.
- Collect completed work at the end of the lesson and return it to the appropriate person.
- Use iSAMs to record students' attendance and punctuality.

Communication

- Establish rapport and respectful, trusting relationships with students through effective communication.
- Communicate lesson tasks to be completed by students as set out by the teacher.
- Report back as required, using agreed referral procedure on the behaviour of the class.

Sharing Information

- Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality.
- Provide feedback to teachers and other colleagues as required.
- Participate in staff meetings.

Skills Development



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- Participate in the academy appraisal and performance management processes

Safeguarding

- The post holder is committed to safeguarding and promoting the welfare of children, young people, and adults, raising concerns as appropriate.
- Adhere to data protection policies and processes.
- Maintain confidentiality as required.

System and Information

- Share information appropriately – in writing, by telephone, electronically and in person.
- Maintaining appropriate records and providing relevant, accurate and up to date information for SIMS.

Data Protection

- The post holder will comply with the school's policies and supporting documentation in relation to data protection, information security and confidentiality.

Health and Safety

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy.
- To work with colleagues and others to maintain health, safety and welfare within the working environment.

COMMUNICATION & WORKING RELATIONSHIPS:

Internal:

- Senior Leadership Team
- Heads of Department
- Progress Leaders
- Staffing Coordinator
- Teachers

External:

- Parents
- Wider community

QUALIFICATIONS, EXPERIENCE, & SKILLS:

Educational Qualifications:

- Secondary School Certificate

Experience

- 2-years' experience of working with children

Other requirements

- Good knowledge and skills in the use of ICT/Technology
- An ability to communicate effectively in English Language, both orally and in writing
- Knowledge of iSAMs Management Information System

VERSION CONTROL:



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Prepared by	HRD	Date:
Updated by	HRD	Date