**Job Title: Cover Assistant**

**Grade – JG4**

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| **Role purpose:**  The role is to support (along with the Cover Supervisor) the cover of lessons for teaching staff in their absence. However, we do not expect the Cover Assistant to cover long periods of absence. When not covering lessons the Cover Assistant will be expected to engage in activities as detailed below.  Roles at this level will require a broad knowledge and understanding of the work processes in the specific area of work . The post holder will resolve routine technical and process problems and queries, escalating the more complex to others. | |
| **Typical activities** | **Knowledge, skills & experience** |
| * To take responsibility for groups or classes of students in the short-term absence of their usual teacher. In this context, the Cover Assistant will be responsible for: - supervising work that has been set in accordance with school policy; - liaising with teaching staff with regard to work set for a class; - managing the behaviour of students to ensure a constructive environment whilst undertaking work; - responding to any questions from students about process and procedure; - dealing with any immediate problems or emergencies in accordance with the school's policies and procedures; - collecting any completed work and resources after the lesson and returning them to the appropriate teacher or subject leader; - reporting back, as appropriate, using the school's agreed referral procedures, on the behaviour of students during the class, and any other issues arising; - Student registration of a class. * To ensure students are given the appropriate level of support so that they can access the work provided. * To work with the Cover Supervisor to develop ongoing improvements to the quality of resources and processes in place to access them. * To support the work of classroom teachers when not deployed directly covering a class, or to support general school administration when demand for cover is low, as directed by the Cover Supervisor. * To support and contribute to the development of an “activity bank” of resources. * To invigilate internal and/or external examinations as required. * To act as a First Aider, for which training will be provided * To support the ethos and vision of the school at all times, and to undertake other tasks/duties as directed by the Headteacher that are commensurate with the role. This is a non-teaching position. | * NVQ level 2 in literacy and numeracy * NVQ level 2 qualification or equivalent practical work experience to achieve the qualification in technical skills relating to the service area. * Practical work experience to give a thorough understanding of the processes and practices required. * Excellent IT skills * Ability to work accurately and meet deadlines. * Awareness and general understanding of the service area technical protocols, regulations and relevant legislation * Ability to work with colleagues and engage with staff and students. |
| **Performance measures** | **Competencies** |
| Quantifiable objectives ~ e.g.   * Assessment of safe work environment * impact evaluation of intervention/ activity * quality of records,   Feedback from colleagues, contractors and the general public  Key Performance Indicators (where available)  Line manager assessment | Team Working ~ cooperation and flexibility, contributes positively by sharing information and supports team consensus  Outcome focused ~ delivers specific pieces of work to agreed specifications.  Problem Solving & judgment ~ confident in making decisions within guidelines  Planning & Organising ~ prioritises what is important in line with team & service goals  Business Awareness ~ understands the role of others in relation to the impact on own role and recognises how decisions made in other areas can impact on them. |