



# BOHUNT SCHOOL WORTHING

11-16 Academy Mixed Academy

NOR: 900 (when full)

Broadwater Road, Worthing, West Sussex BN14 8AH

Tel: 01903 601361 [www.bohuntworthing.com](http://www.bohuntworthing.com)

## JOB DESCRIPTION

**Job Title:** Cover Supervisor and Office Administration

**Responsible to:** Senior member of staff responsible for staffing

**Salary:** £16,445

**Purpose:**

- To provide supervision in classes when a teacher is absent
- To carry out office admin tasks using standard and school specific software packages
- To accompany students on trips away from the school
- To assist in the invigilation of examinations

### Duties:

- To supervise classes or groups of students as the main adult in the class room when a teacher is absent
- To supervise and assist small groups of students in activities set by teachers, including off-site activities.
- To supervise students around the school when they are not in class
- Supervise groups of students against plans produced by the teacher. E.g. managing a group of children in self/peer assessment.
- Working at a whole class level with the teacher e.g. Foundation Groups.
- To provide support for the delivery of the curriculum, by taking responsibility for groups under the direction of the teacher
- To enable the teacher to undertake a more advanced range of learning activities in order to raise the standard of achievement for all students.
- To ensure that students keep focussed on the task.
- To implement the school's behaviour management policies.
- To report early signs related to child protection, bullying and/or disruptive behaviour
- To provide support in one curriculum area
- To assist in maintaining the inclusion of all students.
- To take part in training sessions to improve knowledge and understanding of student needs.
- To accompany students on educational trips.
- To assist in the invigilation of examinations and tests
- To carry out any other reasonable duties as directed by the line manager.
- To help in the General Office when not required to supervise cover or support students in other ways.

**Bohunt School Worthing is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake a Disclosure check by the Disclosure and Barring Service at an Enhanced level.**