

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.