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An ambitious school at the heart of the community

**Information for Applicants**

**Cover Supervisor/Administrator**

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| **An ambitious school at the heart of the community** |

**Manchester Road, Macclesfield, SK10 2EE**

**Tel: 01625 610220 Fax: 01625 610925**

**Website: www.tytheringtonschool.co.uk**

**Headteacher: Mr E. Botwe**

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| JOB DESCRIPTION **Cover Supervisor/Administrator** |

**JOB TITLE:** Cover Supervisor/Administrator (Grade 5)

**JOB REPORTS TO:** Head of Administration

**JOB PURPOSE:** Supervise whole classes of pupils and ensure that set work is completed in the absence of the teacher so that an effective and tailored school policy to cover is delivered.

To provide general clerical support to the school.

**RESPONSIBILITIES Cover Supervisor:**

* To supervise students in a classroom context during the short-term absence of their teacher and facilitate set work
* Supervise pupils who are undertaking work that has been set in accordance with the school policy so that teaching and learning continues
* Manage the behaviour of pupils whilst they are undertaking their work to ensure a constructive environment
* To register each class using the electronic registration system according to school procedures
* Deal with any immediate problems or emergencies in accordance with the school’s policies and procedures to ensure that pupil/employee safety is assured
* Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection; and report all concerns to an appropriate person
* Collect any completed work after lessons to ensure it is returned to the relevant member of the teaching staff
* Report back, using the school's agreed referral procedures, on the behaviour of pupils during class and any issues arising so that the relevant member of the teaching staff is fully aware of the situation
* Liaise with the cover co-ordinator to obtain details of daily classes
* To undertake administrative duties relevant to the role
* To assist in the evaluation of the impact of covered lessons on pupils and throughout the school

**RESPONSIBILITIES: Administrator**

* Provide general clerical support for the school including word processing, photocopying, filing, collation of information, distribution of mail, etc to ensure the efficient and timely provision of information.
* Develop and maintain administrative systems so that support provided is efficient and effective.
* Respond to enquiries, in person and by telephone, from a wide range of school contacts, by dealing with the issue directly or by referral to school professional staff as necessary.
* To administer the reporting, monitoring and assessment procedures, liaising in particular with the Data Officer
* Maintain an ability to deal with issues of a sensitive nature and awareness of how to handle confidential information.

Notwithstanding the detail in this job description, in accordance with the School's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the main responsibilities of the job.

**Signed:**

**Date:**

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| PERSON SPECIFICATION | |

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT METHOD** |
| **Qualifications** | GCSEs or Level 2 equivalent qualifications in English and Mathematics | National Vocational Qualification in a relevant area  First Aid trained | Application form |
| **Specialist Knowledge and Experience** | Experience of working with children  Experience of addressing large groups of students  Willing to undertake any relevant training  Confident in using ICT Systems | Understanding of the principles of child development and learning processes  Experience as a teaching assistant or of behaviour management | Application form, Interview |
| **Skills & abilities** | Flexible approach to working arrangements in line with the duties of the post  Ability to work on own and prioritise own workload  Able to remain professional at all times  Taking calls and dealing with the public  Committed to Tytherington School’s vision for the future |  | Application form, reference and Interview |
| **Personal qualities and attributes** | Strong interpersonal and communication skills  Reliable  Punctual  Trustworthy  A strong desire to help children succeed |  | Application form, Interview |

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| ADDITIONAL DETAILS **Cover Supervisor/Administrator** | |

**We welcome applications regardless of age, gender, ethnicity or religion.**

**Hours of Work: 37 per week** (Term-time only plus INSET days- 39 weeks).

**Salary:** **£15,526-£17,645 per annum (FTE - £18,075-£20,541 per annum**)

**Pension:** Local Government contributory scheme

**Disclosure & Barring Service**

Successful applicants will be asked to apply for a Disclosure from the Disclosure & Barring Service.

Posts are subject to an **Enhanced** disclosure. A copy of the Disclosure and Barring Service Code of Practice is available on request. Further information about the Disclosure process can be found at <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

#### General

# We require all support staff to take part in the development of support services as a resource for the whole school in supporting the aims and objectives of the school development plan.

Each of the support teams is structured to provide the opportunity for career development.