

Job Description for the Post of Cover Assistant

Introduction

Job descriptions have been written to help produce an effective school. They are written statements of what the jobs involve, what staff are expected to do and the responsibilities involved in the jobs. They thereby provide a basic framework for the discharging of professional and managerial responsibilities. These basic frameworks provide a means by which job-holders and persons assuming the responsibility for the job-holders can mutually discuss the nature of the job.

Job descriptions also allow others in the school to understand what the jobs entail. They are not meant to be static or exclusive; rather, the nature of a school environment means that flexibility in jobs is desirable and inevitable. It is the spirit in which jobs are performed which is important to an effective school.

Responsible To

To be responsible to the Head through the Deputy Head (Students and Staff).

Main Purpose of Job

To supervise students when teaching staff are absent. Under the guidance of teaching staff, provide support for pupils who require help to enable access to learning and to assist in the management of pupils.

Main Tasks

1. To ensure the safety and wellbeing of all students and to report any safeguarding or child protection concerns through the school's reporting procedures. To contribute to the safety and wellbeing of colleagues.
2. To undertake classroom supervision in the absence of teaching staff ensuring that students follow pre-set work programmes.
3. To ensure appropriate registers are taken and class and student records are maintained.
4. To assist in invigilating examinations and tests.
5. To work with students, either individually or in small groups, offering in-class support, encouragement and guidance for independence, and with practical activities when appropriate.
6. To assist in the development and implementation of differentiation of work for SEN students, using ICT where appropriate.
7. To act as a key-worker assisting named SEN students.

8. To undertake duties as required which will include pre-school, registration, break and lunch time supervision, punctuality duties and to take a part in the general life of the school as appropriate to the role.
9. Establish good relationships with pupils, taking on role model by presenting a positive personal image and responding appropriately to individual needs.
10. Promote the inclusion and acceptance of all pupils.
11. Be aware of and comply with child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff.
12. Assist in maintaining high standards of health and safety at all times.
13. Maintain good relationships with colleagues and work together as a team.
14. Contribute to the overall ethos/work/aims of the school.
15. Attend relevant meetings.
16. Participate in training, including relevant learning strategies and other learning activities and performance management where required.
17. To assist with the preparation, layout and checking of students' personal equipment and materials as necessary and in the preparation of teaching materials as necessary.
18. To provide support to encourage social skills and for the individual personal needs of students.
19. To undertake training as appropriate, including First Aid.
20. To undertake other duties as required in line with grade and responsibilities of the post.

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