

JOB DESCRIPTION

Title of Post	COVER ASSISTANT	
Salary Scale/ Range	Scale 5 – actual starting salary £16,148 (FTE 21,589) based on 32.5 hours - Term time plus 5 training days - term time only; 08:30 – 15:40 (Monday - Friday) with a 45 minutes unpaid lunch break	
Responsible to	Cover Manager	The duties may be varied by the Principal to meet changing circumstances in a manner compatible with the post
Employment duties	To carry out the duties of in accordance with the provisions and to work towards the agreed aims of the school	
Purpose of Job	<ul style="list-style-type: none">• To supervise classes across the curriculum (KS3 & KS4) following a programme of study during the short-term absence of their class teacher.• Contribute to raising all school standards by providing support to departments and the whole school.	
Duties & Responsibilities	Cover Supervision <ul style="list-style-type: none">• Under direct guidance, supervise pupils in class during the absence of their class teacher.• Take class registers, as and when appropriate.• Liaise with the relevant teacher to ensure that they have a good understanding of the lesson to be delivered.• Liaise with Teaching Assistants regarding individual pupils being supported in the class.• Ensure that all relevant resources are readily available before the cover lesson.• Administer clear instructions to the class, based on the detailed work set, and actively supervise pupils as they carry out the instructions.• Contribute to the planning and evaluation of cover work set by the absent teacher.• Provide feedback on learning activities and contribute to the continuous improvement on quality of cover.• Contribute to behaviour management within the school, in accordance with the school's Behaviour Policy, ensuring correct protocols are adhered to at all times.	
	Support to departments and the whole school <ul style="list-style-type: none">• Provide administrative support to the Cover Manager to ensure resources are available in a timely manner.• Under direction, support departments throughout the school with administrative tasks, classroom displays, filing etc.• Attend and actively participate in Staff Training Days and relevant meetings, when appropriate.• Contribute to the maintenance of a safe and healthy environment.• Contribute and participate in school events and activities.• Develop and maintain effective working relationships with other staff and parents/carers.	
	Health and Safety <ul style="list-style-type: none">• To be aware of Health and Safety.	
	Policy and practice <ul style="list-style-type: none">• To adhere to all School policies.	
	Line Management <ul style="list-style-type: none">• To support the work of the Cover Manager.	

PERSON SPECIFICATION ~ COVER ASSISTANT

Criteria	Essential/Desirable	Evidence
QUALIFICATION AND PROFESSIONAL DEVELOPMENT		
Educated to GCSE level (A-C in English and Maths) or equivalent or NVQ level 3.	Essential	Application
A commitment to developing professional skills	Essential	Interview
HLTA qualification	Desirable	Application
SKILLS, KNOWLEDGE AND EXPERIENCE		
Ability to provide classroom cover within agreed parameters in the absence of a classroom teacher	Essential	Interview
Experience of working with young people in a classroom environment	Desirable	Application
Ability to successfully manage behaviour in the classroom	Essential	Interview
Strong information and communication technology (ICT) skills	Essential	Interview
Excellent admin skills	Essential	Application
Evidence of taking initiative to reduce the administrative burden of teachers	Desirable	Interview
Excellent planning and organisational skills	Essential	Application/Interview
Ability to work under pressure and meet deadlines	Essential	Interview
Ability to work pro-actively and identify ways to support the smooth running of the school	Essential	Interview
Ability to interpret and work within the boundaries of legislation, policy and guidance relevant to the post	Essential	Interview
Ability to observe and report on students' knowledge, understanding and skills	Essential	Interview
Ability to monitor the students' response to learning activities and adapt the activities as required	Essential	Interview
Ability to provide constructive feedback and encouragement to students	Essential	Interview
INTERPERSONAL SKILLS		
Interest in working with young people	Essential	Application/Interview
Commitment to promoting and safeguarding the welfare of all students	Essential	Interview
Ability to demonstrate active listening skills	Essential	Interview
Ability to communicate complex information both orally and in writing in a clear, concise and articulate way	Essential	Application/Interview
Ability to form sound relationships with colleagues and the wider school community	Essential	Interview
High degree of discretion in dealing with confidential information	Essential	Application/Interview

SEM : January 2013

Hinchingbrooke School is committed to promoting and safeguarding the welfare of all students and expects all staff and volunteers to share this commitment

