



**Location:** Hall Park Academy, Mansfield Road, Eastwood, Nottingham, NG16 3EA

**Salary:** Redhill Academy Trust Pay Scale, Band 8, Scale Points 36 - 40

**Hours of work:** 37 hours per week, term time only

**Responsible to:** Lead cover Supervisor  
Operations Manager

**Post objective:** To provide classroom supervision in the event of teaching staff being absent from work or otherwise unavailable. When not being used for cover, provide administrative support.

Main Duties and Responsibilities:

#### **Class Supervision:**

- Supervising the students on work left in accordance with the academy policy.
- Assisting in preparing the learning environment and the materials used therein.
- Assisting with the management of student behaviour to ensure a constructive working environment.
- Responding to students about the work that has been set, providing students with generic support (e.g. literacy, numeracy, IT) to help them complete set work.
- Collecting any work completed after the lesson and returning it to an agreed person/place
- Leaving the room in good order at the end of the lesson.
- Supervising entry and departure of students in accordance with academy policy.
- Recording and reporting attendance at lessons in accordance with academy policy.
- Reporting back as appropriate using the academy's agreed referral procedures on the behaviour of pupils during the class and any other issue arising.
- Dealing with any immediate problems or emergencies according to the academy's policies and procedures.
- Respecting confidential issues linked to home/students/teacher/school work and to keep confidences as appropriate.

**Administrative Support:**

- Provide clerical support through photocopying, filing, faxing, laminating, completing forms and responding to routine correspondence.
- Maintain manual and computerised records and input student data into information systems and spread sheets, regarding student achievements, assessments and exam results.
- Collate and sort student work into grade order, ensuring they are kept securely.
- Type up student exam papers to be used as exemplars for future exams.
- Prepare and clear notice and display boards across the school
- Provide administrative support to the teaching staff's production of classroom resources (e.g. worksheets, booklets)

**General:**

- Liaison with other departments and staff as necessary.
- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the academy's policies and procedures.
- Undertake any other duties which might be reasonably regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.