



Location: Brookfield Community School, Chatsworth Road, Chesterfield, Derbyshire S40 3NS

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

Responsible to: Deputy Headteacher and Operations Manager

Post objective:

- To provide classroom supervision in the event of teaching staff being absent from work or otherwise unavailable. To provide cover for on call and internal exclusion
- When not being used for cover, provide administrative support to the teaching staff of a designated department

Main Duties and Responsibilities

Class Supervision:

- Supervising the students on work left in accordance with the school 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 school policy
- Recording and reporting attendance at lessons in accordance with school policy
- Reporting back as appropriate using the school'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
- Generate positive, professional relationships with staff, students and parents
- To consistently follow all school policies

Administrative Support

- As directed by the Faculty Leader, provide clerical support to the faculty 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 faculty
- Provide administrative support to the teaching staff's production of classroom resources (e.g. worksheets, booklets)
- In accordance with the academy's online ordering system, maintain stocks and supplies, cataloguing and distributing as required

General

- Be a Form Tutor
- Liaison with other departments and staff as necessary
- Attendance at staff meetings and INSET activities where relevant
- To undertake the role of co-tutor, supporting the tutor and Head of House
- 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.



	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Ability to manage the behaviour of students to promote and maintain order and a calm working environment for students ▪ Ability to motivate students ▪ Ability to work at own initiative and as part of a team ▪ Ability to work in a flexible and responsive way with tact, discretion and confidentiality ▪ Ability to relate well to children and adults ▪ Ability to work under pressure ▪ Flexibility ▪ Competence in numeracy and literacy 	<ul style="list-style-type: none"> ▪ Ability to use ICT effectively to support learning ▪ Ability to support the processes and procedures for students' learning
Knowledge	<ul style="list-style-type: none"> ▪ Awareness of confidentiality issues linked to: <ul style="list-style-type: none"> ▪ Home ▪ Student ▪ Teacher ▪ School work 	<ul style="list-style-type: none"> ▪ Understanding of the aims, content and intended outcomes of teaching and learning in relation to the National and the School's curriculum ▪ Understanding of principles of child development and learning processes ▪ Knowledge of a range of strategies to promote good behaviour ▪ Awareness of the statutory frameworks relevant to their role ▪ Knowledge and understanding of the different classroom roles and responsibilities in relation to this post

		<ul style="list-style-type: none"> Awareness of policies and procedures relating to child protection, health, safety and security, equal opportunities, confidentiality and data protection and of other relevant legislation
Experience	<ul style="list-style-type: none"> Experience working with children and young people Administrative duties 	
Qualifications	<ul style="list-style-type: none"> 5 GCSE pass or equivalent of NVQ Level 2 including Maths/Numeracy and English/Literacy 	<ul style="list-style-type: none"> Appropriate First Aid Training A Level/Level 3 Qualification