

### Associate Staff Job Description

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Times:</b>	0815 – 1530	0815 – 1530	0815 – 1530	0815 – 1530	0815 – 1530
<b>Weeks per year:</b>	39				
<b>Hours per week:</b>	33.75				

#### Job profile

<b>Post:</b>	Cover Supervisor
<b>Responsible to:</b>	Assistant Headteacher

*All staff have the joint responsibility with their line manager to review their job description annually as part of the performance management process. HR must be informed of any amendments made.*

#### Core Purpose:

To provide effective short-term cover for absent teaching staff by allocating prepared work and maintaining students' engagement, ensuring they can work within a calm and purposeful classroom environment.

#### Key areas of accountability:

- Supervise and deliver pre-prepared activities and self-directed learning in the absence of the teacher to enable continuity of learning.
- Provide support and encouragement to students through respectful and positive communication.
- Manage the behaviour of students through the implementation of the school behaviour for learning policy and practices, including the use of positive praise and issuing of achievement points to reward students.
- Use Bromcom to record students' attendance in accordance with school procedures
- To support students in the use of ICT, DT and other equipment and materials to enable them to achieve the learning objectives set by the teacher.
- To assist students with advice and guidance in respect of their learning and their welfare as necessary.
- To ensure the inclusion and acceptance of all students within the classroom.
- To oversee the collection of books and resources at the end of the lesson ensuring they are returned to the appropriate place and the learning environment is suitable for the next class.
- To return completed work to the class teacher informing them of the point reached by the students.
- To cover and support in other areas of the school including student services, reception, library and other administrative teams as directed.

- To carry out administrative duties in support of school events such as open days, parents' evenings, celebration events etc as required.
- Participate in performance management and continuous professional development in accordance with the school's policies and practices.
- To be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the appropriate person.
- Contribute to and support the overall aims and ethos of the school.

#### **General:**

- Exam Invigilation
- Carry out break duties as required

GLF Schools expects its employees to work flexibly within the framework and duties and responsibilities specified above. This means that the post holder may be expected to carry out work that is not specified in the job profile, but which is within the remit and duties and responsibilities.

#### **Safeguarding:**

GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

### GLF Schools - Person Specification

<b>Job Title: Cover Supervisor</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>		
Teaching assistant experience		√
Experience in working in a Secondary school environment		√
<b>Qualification</b>		
Good literacy and numeracy skills evidenced by grade 'C' at GCSE (or equivalent) in English & Maths	√	
<b>Knowledge and Skills</b>		
Good communication skills	√	
Sound awareness of personal impact on others	√	
Able to confidently and competently apply knowledge and skills acquired from training into a practical classroom context	√	
Good planning and organisational skills	√	
Good ICT skills		√
Ability to relate to, and communicate with, children in and out of the classroom	√	
Ability to take on routine tasks under the direction of line-manager	√	
Utilise a variety of strategies to engage and support students in their learning	√	
<b>Personal Attributes</b>		
High expectations of all students	√	
Flexible and adaptable to working across different year groups	√	
Communicate effectively, orally and in writing, with colleagues, parents, governors, external agencies and the wider community	√	
Developing and maintaining good relationships with colleagues	√	
Have a positive attitude, energy and commitment	√	
Willing to become involved in extra-curricular activities		√
Ability to work as part of a team	√	