

## **JOB DESCRIPTION**

**Job Title:** Cover Supervisor/Faculty Departmental Assistant  
**Reports to:** Head of Faculty/Department  
**Hours:** 30hrs pw, term time only  
**Grade:** NJC 5

### **Purpose of the Job**

To provide classroom supervision for groups of students in the event of teaching staff being absent from work or otherwise unavailable. To provide behavioural support, administrative and development support to the teaching staff of the department/faculty when not being used for cover.

### **1. Principal Accountabilities:**

1.1 To supervise groups of students in classrooms in the event of regular teaching staff being unavailable. This will include, but not limited to:

- Marking registers
- Providing instructions to students as given in the emergency lesson
- Keeping students on task
- Issuing exercises and collecting work from students
- Maintaining good order including the safety and security of students
- Providing details of student performance during cover sessions to their personal tutor/teacher
- Providing students with generic support (for example with literacy, numeracy and IT) to help them complete set work

1.2 To work with course team to ensure that “emergency lessons” are available for all courses.

1.3 To undertake other duties as required by the Head of Faculty/Department which may include, but is not limited to:

- Admin support
- Behavioural support within the Faculty
- Working in lessons to provide advice and guidance to existing and prospective students with SEN.
- Assisting in open events and other promotional activity
- Supporting the faculty in the production and administration of student performance data on the school systems
- Providing student supervision, cover or assistance to the school as required outside of the normal Faculty area.

### **2. Additional Duties and Responsibilities**

- Be familiar with, and comply with, school policies
- Participate in the quality assurance system of the school

- Be fully aware of school policies relating to equality and diversity and actively promote positive practice in this respect
- Health and safety: the safety of students in classrooms, laboratories and workshops is the responsibility of the teacher, technical and faculty support staff who must ensure all health and safety regulations are adhered to
- Ensure adherence to the school data protection policy
- Work to school quality standards within the context of the school quality systems
- Undertake such other duties compatible with the post as may be required by the Headteacher
- This description is not exhaustive. It is intended to give a general outline of the current duties and responsibilities and will be reviewed periodically with your line manager.

### **3. Health and Safety**

Work safely and efficiently in accordance with the requirements of the Health and Safety at Work Act

### **4. General Duties Required of All Support Staff**

- Undertake administrative tasks relevant to the role
- Provide an effective and professional service to all stakeholders
- Attend meetings as required
- Undertake staff development as required
- Participate in the school appraisal process
- Undertake invigilation duties as appropriate
- Undertake reception duties as appropriate
- Support enrolment procedures as appropriate
- Cover for absent colleagues as appropriate
- Have an awareness of and cultural sensitivity to the needs of learners regardless of age, ethnic origin, gender, disability or sexual orientation
- Comply with Equal Opportunities policies and assistance in the development of equality of opportunity for all learners and staff within the curriculum area
- Comply with the Data Protection Act, Disability Discrimination Act and any other legislation which may be in force in the performance of duties of the post
- Provide occasional support for evening/weekend promotional events

### **5. Other duties**

Undertake such other duties, commensurate with the post, which your managers or members of the Senior Management Team may reasonably and occasionally require

PERSON SPECIFICATION			
	Essential	Desirable	Method of Assessment
<b><u>Qualifications</u></b>			
Full NVQ 3 qualification or above, or relevant experience	✓		Application/ interview
Qualifications in English and Mathematics at NVQ 2 or above, or relevant experience	✓		Application /interview
Qualifications in IT at NVQ 2 or above, or relevant experience	✓		Application /interview
<b><u>Experience</u></b>			
Experience of working with young people aged 11-16 and/or young adults		✓	Application /interview
<b><u>Skills and Qualities</u></b>			
Excellent organisational skills	✓		Application /interview
Excellent oral and written communication skills	✓		Application /interview
A good level of numeracy	✓		Application /interview
Ability to work proactively without regular supervision	✓		Application /interview
Good general IT skills	✓		Application /interview
Be able to work flexibly both as a member of the team and on your own initiative	✓		Application /interview
Ability to contribute to a team approach and work flexibly	✓		Application /interview
An awareness of the value of equality and diversity and be able to demonstrate a commitment to working in a non-discriminatory manner	✓		Application /interview
Knowledge and understanding of Every Child Matters		✓	Application /interview
Ability to safeguard and promote the welfare of children including: Motivation to work with children and young people. Ability to form and maintain relationships and personal boundaries. Emotional resilience in working with challenging behaviour. Appropriate attitudes to use of authority and maintaining discipline.	✓		Application /interview

The post-holder is responsible for ensuring that the Council's equalities policy is fully implemented in all areas of his/her work as is the Council's health and safety policy and agreed codes of practice and that he/she works within the confines of the Data Protection Act.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive.

The job description is based on conditions of employment, in relation to the role, covered by the National Joint Council for Local Government Workers (NJC)

Signed \_\_\_\_\_

Dated: \_\_\_\_\_