

# NEW MILLS SCHOOL

## JOB DESCRIPTION

**Job Title:** Cover Supervisor/Admin Assistant

**Grade/Scale:** G7 PP8-11

**Job ID:** TA2S 186 pts (Teaching and Learning Assistant)

**Hours/FTE:** 37 hours per week/40 weeks (Term Time Plus one week)  
(Attendance will be required on result day in August and on days preceding and following these days to assist with downloads and analysis of results and the preparation of data sets required by external bodies).

**Responsible to:** School Business Manager/AHT – Student Outcomes

### Main Purpose of the Job:

- To support access to learning for students and provide management of students in the classroom during a teacher's absence
- To support the Administration team in carrying out various administrative tasks, and the Data and Exams Manager with the administration of the school's internal and external examinations process

### Main Duties and Responsibilities:

#### COVER SUPERVISION

- Provide cover supervision during a teacher's absence where no active teaching is taking place and students undertake pre-prepared work.
- Provide support to help students stay on task and enable them to access and undertake preset learning.
- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Assist students to overcome social and emotional barriers to learning to raise aspirations and self-esteem.
- Contribute to the management of student's behaviour, dealing with any disruption and subsequently report and provide feedback to the class teacher, including any difficulties unable to overcome.
- Provide feedback to students in relation to progress and achievement.
- Collect any completed work after the lesson and returning it to the appropriate teacher.
- Provide cover in other areas of the school as required, e.g. Library, Reprographics, Reception, Student Support.
- Deal with any immediate problems or emergencies according to the school's policies and procedures.

#### ADMINISTRATION

- Support and deputise for the Head's PA in relation to the administration of cover, printing out cover work and liaising with supply agencies as necessary
- Support the work of the Administration Team by carrying out various administrative tasks as required

- Support the Data and Exams Manager with administration relating to the school's internal and external examinations processes
- Cover Reception during lunchtimes and during other absences of the Receptionist, subject to other demands of the role
- Supervise students during break and lunch times as required
- Be a trained First Aider

### **General Responsibilities**

- To perform duties and attend meetings as reasonably required.
- To participate in the School's performance management scheme.
- To undergo in-service training or other form of training for any aspect of the role, where required.
- To comply with the school's Health and Safety policy and contribute to risk assessments as appropriate.
- To observe and implement current school policies and good practice.
- Contribute to the overall ethos, vision and aims of the school
- To carry out such particular duties as the Headteacher may reasonably direct from time to time.

**Note:** This job description will be subject of a review as part of the appraisal scheme on a regular basis and any part of it may be amended as a result of such a review or at any time after consultation with the post holder.

Post holder's signature:

Post holder's name:

Date:

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## PERSON SPECIFICATION FOR COVER SUPERVISOR/ADMIN ASST

Selection Criteria	Essential/ Desirable	Assessment
<b>Experience</b>		
Experience of working with secondary age pupils	E	A/I
Experience of working in a secondary school	D	A
Experience of carrying out TA/HLTA duties in a secondary school	D	A
Experience of managing data and producing reports	D	A/I
<b>Qualifications/Training</b>		
Minimum of 5 GCSEs (or equivalent) at Grade C or above, including Maths and English	E	A
Educated to Degree Level	D	A
Undertaken Child Protection/Behaviour Management training	D	A
Evidence of continued professional development	E	A/I
<b>Knowledge/Skills</b>		
Has a thorough working knowledge and a range of Microsoft products in particular Excel and Word	E	A
Working knowledge of SIMS or some other MIS	D	A/I
Good listening and communication skills	E	I
Ability to work under pressure	E	I
<b>Behavioural Attributes</b>		
Ability to form a close professional, but caring, relationship with students	E	I
Sets and achieves challenging professional goals	E	I
Takes responsibility for their own professional development	E	I
Can build positive relationships with staff	E	I
Is reliable and has an excellent record of attendance and punctuality	E	I/R
Highly motivated, able to use own initiative and work independently or as part of a team	E	I
Good sense of humour	E	I
Resilience	E	I