Crispin School

Aspiration - Compassion - Excellence

Cover Assistant
Job Description

Post Title:	Cover Assistant
Purpose:	To cover lessons and support student learning in a safe, purposeful learning environment
Reporting to:	Assistant Headteacher (Curriculum)
Liaising with:	Headteacher, Deputy Headteacher, Assistant Headteachers, Heads of Faculty and Department, teaching staff and the cover team.
Working Time:	Monday to Friday, term time plus five training days 08:15 – 15:10 with 40 minutes lunch break
Salary/Grade:	Grade 12, point 12-19, current starting salary £29,542 FTE per annum, actual starting salary £21,429 per annum (£15.31 per hour).
Disclosure level:	Enhanced

Main (Core) Duties:

The post holder:

- Is responsible to the Assistant Headteacher (Curriculum) in respect of their overall duties.
- Interacts on a professional level with other colleagues and seeks to establish and maintain productive relationships with them.

Purpose of the Position

To supervise the learning of whole classes during the short term absence of the class teacher as students undertake the work set. To carry out other supervisory roles including accompanying educational visits and the invigilation of examinations and to support teaching and learning across the school. To work in other areas of the school on educational and administrative tasks at times when not required to supervise classes.

Core Responsibilities

- Liaison with teaching staff before and after cover lessons to ensure effective preparation of the cover lesson and comprehensive feedback of progress made
- Register and record student attendance in lessons
- Supervise the work of whole classes set by their subject teacher in accordance with school policies and assist students in achieving the learning objectives of the lesson
- Answer student queries about processes and procedures relating to the lesson and the work set
- Manage the conduct of students to ensure a positive learning environment, including setting high expectations of conduct and behaviour
- Deal with any immediate problems or emergencies according to school policies and procedures
- Collect completed work after the lesson and return it to the appropriate teacher
- Assist with other activities relating to the supervision of students e.g. general supervision during break periods, support in classes, on educational visits, examination invigilation. Support the delivery of learning through personal assistance to teachers, supporting teachers in the classroom

- Carry out administrative tasks to support teachers in the delivery of high quality teaching and learning
- Be aware of, and comply with, all policies relating to child protection, equal opportunities, health and safety, security, confidentiality, data protection, reporting all concerns to the appropriate authorised person
- Make use of all relevant data and information pertaining to individuals and groups of students when delivering lessons
- Working with individuals or groups of students on learning interventions or during periods when they are working to returning to class room based learning
- Be involved in the evaluation of the effectiveness of provision regularly with the Cover Manager

Other Specific duties:

- To play a full part in the life of the school community in implementing its vision, mission and ethos and support staff and students to do likewise
- To carry out other responsibilities as determined by the Headteacher, following consultation

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Please note the offer of employment is subject to DBS, medical, references and satisfactory completion of a six month probationary period.

Cover Assistant
Person Specification

Qualifications

Essential

- Good English, Mathematics, ICT and communication skills

Desirable

- Experience of working with children / young people

Experience

Desirable

- Knowledge of how to work with secondary aged students
- Good communication skills and the ability to work as part of a team
- Ability to be reliable, resourceful and take the initiative
- Ability to balance priorities and changing demands under pressure
- Ability to work independently within agreed boundaries
- Some experience of working with children and young people

Knowledge, Skills and Understanding

Essential

- A commitment to promoting equal opportunities and meeting individual needs
- Competent personal skills in dealing with young people
- Commitment to helping every student achieve their potential
- Ability to work as part of a team
- Ability to be flexible to the needs of students
- Effective communication, interpersonal and organisational skills
- Ability to use ICT to support students' learning

Crispin's Values and Ethos

Essential

- Value the contribution that each individual brings to the school community
- Respect and value diversity and promote equality
- Promote and model mutual respect
- Commitment to inclusive education
- Committed to safeguarding and promoting the welfare of children and young people

Personal Qualities

Essential

- Patience, empathy and compassion
- A genuine interest in children and young people and a willingness to support and assist them towards independence
- Ability to develop and maintain positive relationships with colleagues, staff, students, parents and carers
- Ability to remain calm under pressure
- Seek to work collaboratively to resolve conflict
- Enthusiasm to support young people to develop intellectually and personally
- Strong commitment to CPD
- Resilience
- Emotional intelligence
- The ability to speak fluent English

Desirable

- Possess an excellent sense of humour

Cover Assistant – Job Description Declaration

Colleague's Name:		Date:	
Signature:			
Headteacher's Name:		Date:	
Signature:			