



Twyford Church Of England Academies Trust

“I have come that you might have life
and have it to the full” John 10 v10



Ealing Fields
High School

Ealing Fields High School

Job Description

Job Title:	Cover Supervisor/Administrator (with English Specialism preferred)
Grade:	Grade 5 or Grade 6 (Dependent on experience)
Line Managers:	Administration & Communications Manager
Supervisory responsibility:	N/A
Hours:	Term Time Only, Core hours are 8.30am-4.00pm (35 hours per week)

Main purpose of the job

- To cover lessons in the absence of teaching staff
- To support a range of organisational, clerical and general tasks on behalf of the school, staff, students, parents and visitors. The new post-holder will share responsibilities and tasks with other members of the School Administration team.

Key Outcomes

Deliver lessons and ensure appropriate classroom behaviour.
Office responsibilities are shared with other members of the School Administration team, under the management of the Administration & Communications Manager, and include:

- Cover supervisor
 - General office Administration duties
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Main responsibilities and tasks

1. Cover Supervisor – to cover lessons in the absence of teaching staff

- To take electronic registration
- To deliver the lesson using cover work provided
- To ensure appropriate classroom behaviour in line with Twyford Trust expectations

2. Main Responsibilities

- Provide students with and supervise work that has been set by the teacher
- Manage the behaviour of students whilst they are undertaking this work to ensure a constructive and positive environment
- Manage whole groups of students within a classroom setting
- Respond to any questions from students and provide support and guidance
- Deal with any immediate problems or emergencies according to the school's policies and procedures
- If required, collect completed students' work after the lesson and pass to the appropriate teacher
- Provide cover lesson feedback to the appropriate teacher
- Report, as appropriate using the school's agreed referral procedures, on the behaviour of students during the class and on any problems arising
- Use the school's Positive Behaviour for Learning procedures and record information on Sims

3. Equalities

- Be aware of and support difference and ensure that students have equality of access to opportunities to learn, develop and achieve.

4. Health & Safety

- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

5. General Duties

- To undertake varied administration duties, including reception duties, attendance/behaviour monitoring welfare delivery reprographics with the level of the post, at the discretion of the Administration & Communications Manager.
- To be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection
- To adhere to School Health & Safety policy, including risk assessments and safety systems, and to assist with student welfare
- To attend and participate in meetings, training, performance management processes and professional development, as required
- To contribute to the overall ethos of the School

Key measures of success

- Deliver lessons and ensure appropriate classroom behaviour
- A well-organised, calm and responsive administration service.

Signatures

Signature of Manager: _____ Date: _____

Signature of Post Holder: _____ Date: _____

Person Specification

Education and Qualifications	Essential	Desirable
GCSE passes in English and Maths, or equivalent	✓	
General administration qualification		✓
Knowledge and Experience	Essential	Desirable
Good ICT skills	✓	
Intermediate or advanced MS Office user	✓	
Previous administrative/ cover supervisor experience of working in a school environment	✓	
First Aid qualification		✓
Experience of working in a customer service and support environment		✓
Experience of working within a school environment		✓
Personal Qualities	Essential	Desirable
Professional attitude and approach to work	✓	
Willingness and ability to manage own time and take full responsibility for work	✓	
Ability to organise, plan and prioritise work, paying attention to detail	✓	
Enthusiasm for working with staff and students	✓	
Ability to communicate clearly and effectively with different audiences, orally and in writing	✓	
Able to demonstrate discretion, confidentiality and commitment	✓	
Customer focused with excellent customer care skills	✓	
Excellent attendance and punctuality	✓	