

## **JOB DESCRIPTION**

Post Title:	<b>Cover Supervisor/Administrative Assistant</b>
Post Responsible to:	<b>College Director of Studies</b>
Payscale:	<b>APT&amp;C Scale 4</b> <b>Full time term-time only</b>

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### **Purpose of the Post**

To provide cover for lessons affected by short term teaching staff absence across the school.

To work as an intrinsic part of the college in supporting the curriculum and raise student attainment by working in partnership with teaching staff, support staff and students.

To provide high level, comprehensive administrative support thereby enabling teachers to focus on teaching and learning.

Support whole school routines and events by supervising students during school trips.

Communication with parents via phone calls, emails and letters; keeping records of such.

Assist in the research of further teaching aids/materials to enhance the quality of delivery for teaching staff.

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### **Main Duties**

- Provide cover for lessons which are affected by short term teaching staff absence
- Support in the organising of school visits, residential trips, speakers, guests and completion of all school paperwork appertaining to school visits.
- Manage and process student data and information which may include academic progress, behavioural and attendance targets, student reports, assessment and examination data.
- Have full access to student details/special conditions/assessment data etc where confidentiality is essential.
- Support teachers with the delivery and planning of the curriculum, participate I lessons and intervention sessions. Support individuals/small groups of students as required.
- Administration for the college including provision and creation of resources, update and maintain subject documentation e.g. Schemes of Work, Handbooks, Policies etc. Produce agendas and minutes of meetings.
- Design and produce standard letters and mail merge documents to keep parents informed of the academic progress and behavioural issues of students.

- Maintain classroom displays, design posters, booklets etc thus aiding the learning environment.
- Cataloguing, maintaining and ordering equipment and materials. Organising ICT and multimedia requirements and minor repairs.
- Organise the purchasing and ordering of additional aids for students.
- Handling money from students for orders (e.g. revision guides)
- First point of contact for the College. Liaise and communicate with staff, students, parents/carers and external agencies on behalf of the College. Where appropriate act as a liaison between student and teacher. To work as a team in relation to individual students, liaising, advising and consulting where appropriate.
- Support students by understanding their educational and individual needs and being aware of pastoral issues
- Support the College as deemed appropriate by the Director of Studies. Attend and participate in College and whole school meetings. Writing detailed minutes of College meetings and distribute.
- Photocopying teacher/student resources, examination papers. Producing booklets, posters etc.

#### **General**

- Support the aims and objectives of the school
- Develop a sense of pride in the College Group and the school
- To participate in relevant staff development and training.
- To work flexibly in the interests of the school. This may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities. Where this occurs there will be consultation with the employee and any necessary personal development will be taken into account.
- This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff within this area to share this commitment and to have understanding of the common core skills and knowledge.
- To work positively and inclusively so that the school provides a workplace and delivers services that do not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.
- To fulfill personal requirements, where appropriate, with regard to school policies and procedures, health, safety and welfare, emergency, evacuation, security and promotion of the school's priorities.

#### **Health & Safety**

The appointee must at all times work within the requirements of the Health & Safety at work Act 1974, current Health & Safety legislation and Priestnall's and Stockport LEA's policies and procedures.

#### **Contacts**

Student, parents, teaching staff, support staff, outside agencies, offices of the LEA

NOTES

1. The above responsibilities are in addition and subject to the general duties and responsibilities contained in the statement of Conditions of Employment as set out in the staff handbook and National Conditions of Service.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be construed.
3. The post holder may be expected to undertake such further responsibilities consonant with the level of the responsibility of the post according to the school salary policy drawn up in consultation with the Headteacher.
4. This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and it may be subject to modification or amendment at any time according to the changing needs of the school after consultation with the holder of the post.

The Postholder has seen and understood this Job Description

Postholder Signature \_\_\_\_\_

Line Manager Signature \_\_\_\_\_

Date \_\_\_\_\_