



Job Profile

Cover Supervisor and Curriculum Support Assistant

Date July 2022

Job context:

Saint Cecilia's Church of England School is a co-educational Church of England comprehensive school for pupils aged 11-18 years in the Diocese of Southwark and the London Borough of Wandsworth, specialising in the teaching of music and mathematics. We have increased our Year 7 intake to 180 pupils, meaning there are now over 1,000 pupils on roll, including approximately 200 in the Sixth Form. This job profile reflects the vision, aims and policies established by the School's Governing Body.

Job purpose:

- To provide classroom supervision in place of absent teaching staff across all subjects, but with a focus on PE.
- To provide a comprehensive, efficient and effective administration service to the Curriculum Team Leader/Head of Departments as required.
- To undertake any additional duties or responsibilities as reasonably determined by the Headteacher

Accountable to:

- Deputy Headteacher for line management

Key Tasks and Accountabilities

Classroom Cover

- Using lesson plans and other materials provided by the absent teacher, oversee and supervise classes of pupils.
- Uphold and administer the Learning Policy of the school in all dealings with pupils.
- Ensure that all pupils are given the opportunity to engage in a learning experience in the classes of absent teachers
- Keep pupils on task and respond to general queries
- Provide objective and accurate feedback to the teacher on the conduct of the lesson
- Keep appropriate records as agreed with the teacher
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Respect confidentiality at all times.

Classroom Administration

- To monitor and direct use of pupil laptop pool
- To prepare relevant work sheets for use in lessons
- To set up and clear away in classrooms as required
- To assist in preparation of Smart Board presentations
- To assist in the organisation and mounting of displays of pupils' work and other materials as required.
- To research and produce classroom resources as required
- To undertake any other ad hoc administrative classroom duties when requested
- To monitor distribution and lending of text books for condition and returns
- To be responsible for the organisation of classroom work for absent teaching staff in the appropriate curriculum areas

Clerical Administration

- To place and progress orders, and receive and check deliveries
- To help with stock control, maintaining stock levels and stock records
- To undertake data entry into relevant computer systems
- To produce reports from computer system as required
- To establish and operate a system of scheduling CD recordings
- To produce draft letters from standard letters to be sent to secretarial service
- To assist in the organisation and mounting of displays on corridor notice boards
- To undertake the filing of documents
- To undertake Internet research for information, images and video clips to support curriculum area requirements
- To ensure that the School Calendar is up to date with events and information for each relevant curriculum area
- Assist in the preparation of contributions to Staff Bulletin and Parents' Newsletter for each relevant curriculum area
- Research and administrative support for extra-curricular clubs or pupil support activities relevant to each curriculum area
- To help to develop the use of SIMS to grow with needs of Curriculum Team Leaders/Heads of Department
- To attend meetings when requested
- To liaise with outside agencies and organise events, field trips, concerts and other activities as required
- provide invigilation at internal and public examinations at the school and keep up to date with current procedures
- To maintain an up to date inventory for the department

Personnel and other services

- To provide appropriate support and cover for other staff as required.
- To help maintain a good working atmosphere where work is completed correctly and promptly.
- To be flexible in responding to the needs of more than one busy curriculum area
- To participate in training and other learning activities as required

Saint Cecilia's Church of England School

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