

Tunbridge Wells Girls' Grammar School
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COVER SUPERVISOR/ADMINISTRATIVE ASSISTANT

This successful school wishes to appoint an efficient, committed Cover Supervisor/Administrative Assistant, from September 2019, to supervise classes during teachers' absence and carry out administrative duties. This position is 35 hours per week, term time only (39 weeks), 0.79822 fte. Salary is Kent Range 5 (£18,704 - £20,121), pro-rata £14,929 - £16,060. For full details and an application form, please see the school website www.twggs.kent.sch.uk or contact Mrs Stewart-Smith by e-mail admissions@twggs.kent.sch.uk or telephone 01892 559157 (Direct).
Closing date for applications: Wednesday 12th June 2019.

TWGGS is an equal opportunities employer and committed to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake a criminal record check via the Disclosure and Barring Service (DBS).

JOB DESCRIPTION

Job Title:	Cover Supervisor – KS3 Administrative Assistant
Responsible to:	Deputy Headteacher/ Director of Achievement KS3
Responsible for:	n/a
Grade:	Kent Scheme 5 - £18,704 - £20,121 (FTE 0.79822– pro rata £14,929 - £16,060)
Hours:	35 hours per week, term time only, plus INSET days 8:30am - 4pm with 30 minutes lunch break. Two days at the end of the summer holidays to scrutinise and collate information relating to new Year 7 pupils' files, paid on claim. Additional hours by mutual agreement.

Job Purpose

To supervise whole classes during short-term absence of teachers. Cover supervisors will give instructions for a lesson as provided by a teacher. The cover supervisor will ensure the good behaviour of the pupils and make sure the pupils engage in the learning activity. The post holder will be required to respond to pupils' general questions and provide feedback to the teacher on broad issues such as behaviour, but will not be expected to undertake any planning, preparation, delivery or assessment of pupils' progress and/or development. Cover supervisors will be subject to general supervision and will act under the professional direction of teachers

To provide administrative support to the Director of Achievement KS3

To support the organisation and execution of KS3 Awards Ceremony

To invigilate examinations

To support teaching staff and administrative staff as required

Key Responsibilities/ Key Tasks

Cover Supervisor:

1. Supervise pupils engaged in learning activities to ensure that the learning objectives set by the teacher are achieved, also ensuring inclusion and acceptance of all pupils within the classroom in order to promote equal opportunities
2. Act as a role model and set high expectations of conduct to ensure that good behaviour is maintained. Report back as appropriate using the school's agreed referral procedures on behaviour or any issues arising during the lessons
3. Keep appropriate records, as agreed with the teacher, to enable objective and accurate feedback to the teacher and pupils on attendance and the conduct of the lessons
4. Support the use of ICT and other equipment and materials to enable pupils to achieve the learning objectives set by the teacher
5. Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the appropriate person, to maintain a safe and secure learning environment for pupils
6. Participate in training and other learning activities as required and attend relevant meetings to ensure own continuing professional development
7. Supervise pupils on trips, visits and out of school activities as required.
8. Organise the cover schedule and arrange for room changes if required.

Administrative Support to Director of Achievement KS3

1. To provide general administration support to the Director of Achievement KS3 to include:

- Notices to all or particular members of staff and pupils, either to inform or gather feedback on events or pupils. With the latter, collate information.
 - Filing generated by job role, including maintaining good order of girls' files and arranging the re-shuffle of pupil files from Year 8 to Year 9.
 - Creating documents worded by DoA for school purposes
 - Typing homework timetables Years 7, 8 and 9.
 - Making Report cards for KS3 pupils.
 - Typing letters worded by DoA to external bodies and parents
 - Send Parent Mails for all KS3 communications
 - Photocopying
 - Updating form photo identification of girls for staff identification
 - Implement system in SIMS and letter template for lates; administer system in conjunction with Receptionist
 - Implement system in SIMS and letter template for attendance; administer system in conjunction with Receptionist
 - Send absence authorisation letters for KS3.
 - Support the KS3 PSHE programme, creating new tables/ dates annually. Photocopy, collate and distribute resources in line with the PSHE timetable. Liaise with external speakers to book their sessions into PSHE timetables for KS3. Ensuring speakers are met on their arrival and are provided with necessary equipment and rooms to run their sessions. Write letters of thanks.
 - Create annual schedule of jobs for Lower Sixth KS3 prefects.
 - Design and collate the Year 9 Options Booklet and Year 7, 8 and 9 revision guides. Organisation of their production
 - Administering the merit, or other rewards, process for KS3, to include collating informing and creating/ printing certificates. Organise and accompany reward trips/events (Year 7 and 8 films in the PAC, Year 9 Bowlplex).
 - Collate school clubs information annually and arrange for this to go onto the school website.
 - Implement the administrative process for production of Year 7, 8 and 9 pupils' full school report using AIM HIGH. Liaise with ICT Department and Crosby Clifton, AIM HIGH's provider, when a problem arises and when changes to the format of the system are required. Correction of mistakes when required
 - Creation of suitable form/late/individual pupil report cards and other information providing notices, fliers, leaflets as and when necessary
 - Administer the Kent Freedom Pass for KS3.
 - Implement systems for collecting, organising and analysing various data to process, record and feedback to the Director of Achievement, teaching staff and parents. (With reference to parents, this is relevant for, but not exclusive to, parents unable to attend Parents' Evenings.)
 - Liaison with staff when new systems are being developed
 - A variety of other pupil/teacher related administration as and when required
2. Organisation and administration of KS3 Parents' Evenings, Year 7 "Meet the Tutor" and Information Evening and Year 7 New Parents' Induction Evening.
 3. Administration for Open Evening and Open Day
 4. Organise refreshments for KS3 events.
 5. Organisation and administration of KS3 Awards Ceremony (supported by the Cover Supervisor/ KS4 Administrative Assistant)
 6. Organise the Year 7 team-building trip to Carrot Wood and the Year 8 trip to Bewl Water.
 7. In conjunction with the Cover Supervisor/ KS4 Administrative Assistant, order prefect badges for KS3, and make staff name badges for all staff and staff name signs for events.

Administrative support for the Cover Supervisor/ KS4 Administrative Assistant under her/his lead with:

- Speech Day
- Duke of Edinburgh Award Scheme

Administration and organisation of annual Year 9 Residential Camp.

Other Responsibilities

1. To undertake clerical duties, such as word-processing, input of data, collating, stapling, organisation of rotas, preparing classroom displays and resources with teacher guidance
2. Undertake duties as specified in school policies and procedures
3. Any other reasonable adhoc duties (appropriate to role) requested by the Headteacher or Deputy Headteacher
4. Assist other members of the administrative staff
5. To ensure school equipment and records relating to this role are appropriately stored and secured
6. Complete all work to a good standard, ensuring the role is carried out in a professional manner appropriate to a school context
7. Readiness to undertake appropriate training
8. Ensure all Safeguarding requirements are fully met.

Experience/ Skills Requirement

1. Successful recent experience of working with children of relevant age
2. Good general standard of education, especially with regards to numeracy and literary skills
3. Prepared to undertake relevant induction training
4. Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment
5. Understanding of relevant policies, codes of practice, legislation. Basic knowledge of first aid an advantage
6. Able to use own initiative, work independently, motivate and inspire with a creative approach to problem solving
7. Excellent communication skills, both verbal and written
8. Ability to work calmly under pressure and able to adapt quickly and effectively to changing circumstances/ situations

Scope for Impact

The post holder will have sole responsibility for the pupils in the classroom. Although the teacher would have set the learning plans etc. the post holder must ensure the objectives are achieved by the pupils within a safe and secure environment, ensuring good behaviour at all times. The postholder will support the smooth running of examinations in the school, as well as providing administrative support to the Director of Achievement KS3.

Job Context

The post holder will be in charge of a class of approx. 30 pupils. S/he must give clear instructions for the lesson provided by the teacher ensuring learning outcomes are achieved. The post holder must work within the relevant policies, codes of practice and legislation reporting any concerns to the relevant person. The post holder must have excellent communication skills to be able to inform, persuade and negotiate with pupils and provide feedback to other professionals and parents as required. The post holder must be well-organised and efficient in carrying out administrative tasks.

