

**JOB DESCRIPTION-** Student Services Assistant/Cover Supervisor

**RESPONSIBLE TO-** Assistant Principal

**SALARY-** £20,344-£26,317 (£17,780-23,001 pro rata)

**HOURS-** Full time 36.5 hours per week, term time only

**JOB PURPOSE-**

- To support the Catholic ethos of the school.
- To provide stability and continuity for students whose lessons are affected through staff absence.
- To provide additional support as and when required and as directed when not covering lessons.
- To set an example of personal integrity and professionalism at all times.

**MAIN RESPONSIBILITIES-**

**GENERAL**

- Responsible for supervising classes in the absence of a classroom teacher.
- Create a purposeful and orderly environment in which students can complete set work.
- Conducting a variety of whole school duties as and when required when not covering lessons.
- Supervising students in the library as and when required when not covering lessons.
- Ensuring cover work left is completed by all students.
- Use resources left/available effectively and efficiently; taking responsibility for their security and good condition.

**RELATIONSHIP WITH STUDENTS**

- Developing an atmosphere within the classroom which is both disciplined and friendly, and in other ways conducive to learning.
- Raising expectation and maintaining students' motivation: praising good work; applying appropriate rewards and sanctions where necessary.
- Ensuring that all students are treated fairly, and with dignity; that all receive equitable attention, with no unfair discrimination of individuals or groups, in accordance with the School's Equal Opportunities Policy.
- Providing support for students with Special Educational Needs, in accordance with the Special Needs Code of Practice and liaison with the SENCO.
- Providing for the needs of particular students as directed.

**RELATIONSHIP WITH STAFF**

- Working as a team member: maintain a good professional relationship with all members of the department and other colleagues.
- Attending meetings when necessary and taking an active part in discussion and policy.
- Maintaining close liaison with Heads of Department, Pastoral staff and SENCO in respect of students with learning or behavioural issues.

**PROFESSIONAL DEVELOPMENT**

- Taking an active and regular part in the school's INSET programme.
- In liaison with the Assistant Principal, take advantage of INSET opportunities to enhance effectiveness and foster career development.