



"Following Jesus Together"

<p>Job Title and Grading</p>	<p>COVER SUPPORT ASSISTANT</p> <p>Scale 3 Points 14 - 17 £15,725 – £16,830 (pro rata) Actual salary £11,533 - £12,343 32.5 hours per week. Term-time only.</p>
<p>Job Purpose</p>	<ul style="list-style-type: none"> • To support the school in the process of Workforce Remodelling in education • To be an efficient and effective member of the Administrative team • To share the same moral and social values that the school wishes to promote
<p>Objectives and Major Responsibility Areas</p>	<ul style="list-style-type: none"> • To complement and support the work of Teachers / Teaching Assistants/ Learning Mentors in raising pupil achievement levels • To provide classroom cover for Teacher's absence due to illness • Work in close co-operation with teaching and non-teaching staff for both classroom activities and out of school fieldwork • To provide clerical support to designated curriculum areas • To provide cover for students experiencing difficulties
<p>Key Tasks</p>	<ul style="list-style-type: none"> • Classroom cover for absent Teachers • Invigilation of external examinations • Assist with break duty and bus duty • To operate in compliance with the School's Health and Safety procedures • To operate in accordance with the School's policies and procedures • To undertake training as required by management to accommodate the changing needs of the school • To be confident to work using your own initiative and also within a team • To carry out other duties as required by the Headteacher
<p>Qualifications and experience appropriate to the post</p>	<ul style="list-style-type: none"> • 4GCSE's including English and Mathematics (Grades A-C). For those not possessing formal qualifications, a minimum of 3 year's relevant experience is essential • Ability to maintain confidentiality • Experience of working with young people essential • Experience of working with ICT desirable • Good organisational skills • High standards and expectations of themselves and others