



Marden High School

REPROGRAPHICS ASSISTANT/COVER SUPERVISOR (Grade 5)

Job Description

JOB PURPOSE:

To provide clerical and administrative support, including answering telephones, taking messages and responding to enquiries, filing, photocopying, typing, production of in house publications and reception duties.

To supervise the learning of whole classes during the short-term absence of the class teacher as they undertake the work set; to invigilate tests and examinations, assist teachers and to accompany staff and pupils on educational visits.

MAIN DUTIES:

The following list is typical of the duties that the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

REPROGRAPHICS

- To provide general clerical and administrative support, including maintaining records, responding to and answering enquiries (including letters), filing, photocopying, typing and the production of in house publications.
- Undertake typing, word processing and other IT based tasks
- Operate and demonstrate relevant ICT software packages e.g. word processing packages, databases, spreadsheets, SIMS, Google Docs
- Undertake administration tasks for teaching staff as directed

COVER SUPERVISOR

- Explain work to pupils that has to be undertaken
- Answering pupils' queries about processes and procedures relating to the lesson and the work set
- Registering and recording pupils' attendance in lessons
- Maintaining high standards of behaviour and safety

Support for Teacher:

- Supervising the work of whole classes set by their class/subject teacher in accordance with school policy
- Collecting completed work after the lesson and returning it to the appropriate teacher

Support for Curriculum:

- Managing the behaviour of pupils to ensure a constructive learning environment
- Assisting with other activities relating to the supervision of pupils, eg general supervision during break periods and with the support and delivery of learning eg personal assistance to teachers, supporting teachers in the classroom

Support for School:

- Dealing with any immediate problems or emergencies according to school policies
- Reporting back, as appropriate, using the school's agreed referral procedures, about the behaviour of pupils during the class and any issues arising, to the class teacher and/or other senior staff about the behaviour and conduct of pupils in class
- Be prepared to undergo first aid training and training for dispensation of medicines to enable you to carry out both functions if required

Responsibilities

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Participate in training and other learning activities and performance development, as required
- Recognise own strengths and areas of expertise and use these to advise and support others

This is an illustrative list of main tasks and is not intended to be exhaustive or exclusive. Duties may be added or removed as part of the regular staffing review process.