



**Job Title: Senior Administrator - Cover**

**Grade: Scale 5**

**Range: 12-16**

**Responsible to: Deputy Headteacher**

## **1 JOB PURPOSE**

**To support pupil learning by supervising classes during the absence of the teacher under the guidance of teaching senior staff**

## **2. MAJOR TASKS, DUTIES AND RESPONSIBILITIES**

- Supervise pupils who are undertaking work that has been set in accordance with the school policy so that teaching and learning continues
- To manage the behaviour of pupils while they are undertaking the work to ensure a constructive environment
- To respond to any questions from pupils so they can continue with their set work
- To deal with any immediate problems or emergencies in accordance with the school's policies and procedures to ensure that pupil/employee safety is assured
- To collect any completed work after the lessons and ensure it is returned to the relevant member of staff
- To report back, using the school's referral procedures on the behaviour of pupils during class and any issues arising so that the relevant number of the teaching staff is fully aware of the situation
- To use ICT effectively to support learning activities
- To be responsible for the organisation, setting out and clearing away of resources to create a purposeful, attractive learning environment
- To supervise entry and departure of pupils from classes
- To record attendance at lessons using LESSON MONITOR software
- To occasionally supervise pupils on planned trips and visits
- To assist in exam invigilation under the supervision of the Examination Officer
- To assist with display work around the school and in classrooms
- To act as a first aider for which training will be provided
- To support general school administration when demand for cover is low
- In addition to the specific responsibilities of the post, as a member of the support team the postholder will be expected to assist with other tasks of the support team as and when required

Contribution to the whole life of the school:

- To attend all necessary meetings.
- To support the aims and ethos of this school.
- To adhere to all school policies.
- To actively participate in appropriate training when required.
- To work cooperatively as a member of a team.
- To report any concerns about students, staff or visitors to the head or 2nd in department.
- To carry out any other duties as reasonably directed by the Head of Department

Line Management

- Line management and appraisal will be organised through your SLT Line Manager

This is a supervisory post rather than a teaching post and is open to applicants without a teaching qualification

### **3 OTHER REQUIREMENTS**

- Promote and ensure the health and safety and good behavior of pupils at all times.

### **4 WHOLE SCHOOL RESPONSIBILITY**

- To assist the Headteacher in fulfilling the school's vision and values in all that we do
- Any other responsibility as set out by the Headteacher

### **5 SAFEGUARDING CHILDREN AND YOUNG PEOPLE**

Connaught School for Girls is committed to safeguarding and promoting the welfare of children and young People. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

**OTHER:** The above responsibilities are subject to the general duties and responsibilities contained in the STPCD 2019.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.