

JOB DESCRIPTION
Behaviour and Cover Support Assistant
Scale 4

Job Purpose

This post will be based within Student Services and in classrooms. The successful candidate will work with Heads of House and Student Services team to ensure that barriers to learning are resolved as speedily and efficiently as possible. Additionally, the postholder will provide in lesson cover support as required.

Safeguarding

- Be familiar with, and follow, all Academy policies, in particular those related to safeguarding
- To promote the welfare of children

Accountable to: Assistant Headteacher – Culture and Ethos
Administration Services Manager

Hours of Work: 37 hours per week, Term Time Only

Key Accountabilities:

- To cover classes as required
- To ensure a calm and purposeful atmosphere within cover classes
- To liaise closely with all colleagues including the Senior Leadership Team, Heads of House, Tutors and Student Services Team
- To resolve student behavioural, friendship and social media issues in line with school policies
- To support the pastoral staff with uniform and equipment checks to ensure that students are fully prepared for learning
- Respond to and resolve parental queries/concerns – maintaining excellent communication with parents throughout
- To complete the daily pastoral communication log
- To be proactive in ensuring that the school atmosphere is calm, purposeful and conducive to learning
- To support, track and observe students in mainstream classes
- To provide appropriate work and supervision for students in internal and external exclusion
- To maintain records and undertake daily administration as required
- To provide mentoring and support to identified individual students
- To provide first aid support
- To contribute to the on-call, duty rotas and Room 27/LINC timetables as required
- To support the centralised detention system as required
- Maintain a visible presence around school at key times of the school day
- To contribute to the rewards, charity and house events, including supporting tutor groups and attending assemblies
- To take registers and tutor time as required
- To follow KCSIE and to contribute to anti-bullying and student mental health initiatives
- To staff student services reception if required

- Participate and contribute to appropriate meetings and staff development
- To actively participate in activities in support of the aims of the Academy
- Other duties as specified by the Headteacher

Special Factors

- It is vital to the ethos of the support team that the post holder is flexible in taking in taking on additional tasks, willing to offer help to and cover for other members of the team and treats co-operation and support for colleagues as a top priority
- The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the Academy
- This Job Description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post

Corporate responsibilities

- Lead, participate and contribute to appropriate meetings and staff development
- To actively participate in activities in support of the aims of the Academy
- Other duties as specified by the Headteacher

Community

- Work closely with parents and other members of the community where appropriate
- Promote the Academy within the community
- Demonstrate a keen interest in the life of the Academy

As a member of staff at The Joseph Whitaker School you are expected to:

- Work in accordance with, and in support of, the Academy's vision and values
- Contribute to the Academy's ethos by setting a good example to colleagues and young people
- Participate and contribute to staff development and school routines and duties
- Take part in appraisal activities and reviews as required by the Academy policy and use the process to develop your personal and professional effectiveness
- Participate and contribute to appropriate meetings and staff development
- To actively participate in activities in support of the aims of the Academy
- Other duties as specified by the Headteacher

PERSON SPECIFICATION

	Essential	Desirable	How Assessed
Qualifications:			
The post holder will need to demonstrate literacy and numeracy skills, sufficient to carry out the roll	✓		Application form
Good grade GCSE passes in English and Mathematics	✓		Application form and qualifications
First Aid at Work Certificate (This can be completed on appointment)	✓		Application form
Level 3 Qualifications		✓	Application Form
Counselling Qualification		✓	Application form and qualifications
Knowledge:			
Ability to understand issues that may affect a pupil's attendance at school	✓		Application form and at interview
Ability to understand and apply Academy policies related to post	✓		Application form; and at interview
Commitment to on-going First Aid training and certification	✓		Application form and at interview
Training in counselling/behaviour management and child protection		✓	Application form
Knowledge of basic Microsoft packages: Word, Excel, Outlook, PowerPoint and SIMs		✓	Application form
Personal and Professional Skills and Attributes:			
Experience of working within a school setting	✓	✓	Application form and at interview
Ability to use own initiative and undertake decisions in emergencies	✓		Application form and at interview
Ability to respond calmly and positively under pressure	✓		Application form and at interview
Good organisational and interpersonal skills	✓		Application form and at interview
Ability to work unsupervised and be able to work as a member of a team	✓		Application form and at interview
Willing to work outside normal hours if required	✓		Application form and at interview
Ability to relate well to pupils, parents, staff and governors	✓		Application form and at interview
Ability to communicate effectively, verbally and in writing	✓		Application form and at interview
Understanding of, and ability to provide, best practice in customer care	✓		Application form and at interview
Good ICT skills	✓		Application form
An understanding of, and commitment to equal opportunities	✓		Application form and at interview
Understanding of the importance of confidentiality and discretion	✓		Application form and at interview
Other:			
Must satisfy relevant employment checks	✓		Documentary evidence