



<b>JOB DESCRIPTION</b>	
Authority: <b>Bracknell Forest Borough Council</b>	School: <b>Garth Hill College</b>
Job Title: <b>Curriculum and Cover Assistant</b>	Grade: <b>BGI 6-14</b>
Hours: <b>37hours plus Inset Days</b>	Designation of Post:
Job Purpose: <b>This post is designed to support teaching staff and pupils in their teaching and learning</b>	

### **Main Duties and responsibilities**

One of the main duties is to supervise classes in the absence of their teacher. (This only covers short-term absences, not long-term absences eg. maternity leave or long-term sickness). This involves:

- Registering and recording pupil/student attendance.
- Instructing pupils about work left by their teacher.
- Responding to any questions from pupils/students about process or procedures regarding the work.
- Providing pupils with the necessary resources for learning.
- Ensuring a calm and purposeful working atmosphere in the classroom.
- Managing pupil behaviour in the lesson in accordance with college policies.
- Reporting back as appropriate using the College's procedures on the behaviour of pupils during the class, and any other issues arising.
- Dealing with any immediate problems or emergencies according to College policies and procedures
- Collecting in completed work and returning it to the teacher.
- Ensuring orderly and calm entry to and exit from the classroom.
- Reporting back to the teacher as appropriate.
- Invigilating public and internal examinations where necessary
- Supporting out of college hours learning activities.
- Accompanying college visits.

Other duties would include supporting subject departments and teachers by:

- Contributing to the planning and preparation of resources.
- Supporting teachers in the management of teaching resources and the organisation of teaching spaces.
- Organising resources including ordering, cataloguing and maintenance.
- Supporting learning by providing in-class support.

This is not intended to be an exhaustive list of duties but covers any other reasonable requests made by the Principal. The balance of time spent between supervising classes and other duties will depend on need, particularly the level of teacher absence at any time.

As a college we are committed to the development of staff and we will provide full training and support for the successful candidate.

We believe that we have a welcoming and supportive ethos at Garth Hill College. This post would certainly suit those who enjoy working closely with people, who are keen to make a difference to teaching and learning, and who have a sense of humour.

All employees working with children and young people have a responsibility for safeguarding and promoting their welfare.

**GARTH HILL COLLEGE  
PERSON SPECIFICATION**

**Post: Curriculum and Cover Assistant**

<b>KEY CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Qualifications and Training	<ul style="list-style-type: none"> <li>▪ Level 3 threshold pass (2 'A' Levels in any subject) or equivalent</li> <li>▪ Level 2 pass (GCSE or equivalent) which includes Maths and English at grades A* - C.</li> <li>▪ Basic ICT Skills.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Advanced ICT Skills.</li> </ul>
Competence Summary (Knowledge, Abilities, Skills, Experience)	<ul style="list-style-type: none"> <li>▪ Having worked with children or have experience of own children.</li> <li>▪ Understanding of teenage minds.</li> <li>▪ Interpersonal Skills.</li> <li>▪ Understanding of and commitment to the requirements of safeguarding children and young people.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Working in a school environment.</li> <li>▪ Knowledge of pupils with learning and behavioural difficulties.</li> <li>▪ Desire to work with parents.</li> <li>▪ Knowledge of outside agencies.</li> </ul>
Work-related Personal Requirements	<ul style="list-style-type: none"> <li>▪ Approachable.</li> <li>▪ Good communication skills.</li> <li>▪ Ability to work as part of a team.</li> <li>▪ Ability to monitor records.</li> <li>▪ Good organisational skills.</li> <li>▪ A motivator.</li> <li>▪ Ability to write reports.</li> <li>▪ ICT Skills.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Particular interest in a specific curriculum/pastoral area.</li> </ul>
Other Work Requirements	<ul style="list-style-type: none"> <li>▪ Flexibility.</li> <li>▪ Self-Motivation.</li> <li>▪ Good sense of humour.</li> <li>▪ Liaison with staff.</li> <li>▪ Prepared to work with feeder primary schools and external agencies.</li> <li>▪ Prepared to use own transport.</li> <li>▪ Professional standard of dress as per that expected of teachers at Garth Hill College.</li> <li>▪ A satisfactory enhanced DBS</li> </ul>	

Signed .....

**CCA**

Dated .....

JUNE 2020