



SIR WILLIAM BORLASE'S GRAMMAR SCHOOL

Sir William Borlase's Grammar School is a selective entry, co-educational grammar school located in the centre of the attractive Thames-side town of Marlow, Buckinghamshire. The school has an excellent academic record, placing well on a variety of national league tables, and is very heavily over-subscribed.

Our most recent OFSTED report (July 2012) described the school as 'Outstanding' in all areas. Standards of attainment are well above the national average, and above those achieved by comparable selective schools at all age levels. The school also has a justifiably high reputation for the performance of its various school sports teams and for its many other extra-curricular activities.

Cover Assistant

(temporary contract until 19th July 2019)

Required as soon as possible

*Full or Part Time
Term Time Only*

Bucks pay range 1 (£15,107) to 2 (£18,703) FTE depending on experience

We are looking to appoint a cover assistant to work within the cover provision and reprographics team to supervise whole classes during the short-term absence of teachers.

**For further details and application form please go to
www.swbgs.com
and click on Job Vacancies
or email asummerfield@swbgs.com for more information.**

Applications submitted via email should be sent to asummerfield@swbgs.com

Closing date for applications is 9am on Monday 25th March 2019

The school is fully committed to the DCSF guidance on Safeguarding Children and Safer Recruitment in Education and all candidates for the post will therefore be subject to vetting procedures following Buckinghamshire County Council's guidance on Safer Recruitment and Selection in Schools.

Job Description

Job Purpose: To provide cover for lessons where a teacher is absent and has set work for pupils to complete.

To supervise whole classes during the short-term absence of teachers. Cover Assistants will give instructions for the lesson as provided by a teacher and the primary focus of the role will be to maintain good order and to keep pupils on task. You will respond to general questions and provide feedback to teachers but will not be required to undertake 'specified work' (planning, preparation, delivery, assessment, recording and reporting of achievement, progress and development). You will not therefore be subject to a 'system of supervision' other than the general supervision applicable to all staff and will act under the professional direction of teachers.

Duties and Responsibilities

- To value and contribute to the school's achievement, ethos and its commitment to raising standards of performance.
- To undertake general duties and responsibilities relating to lesson cover.
- To accurately interpret the work set for pupils by absent teachers.
- To support pupils, and clarify (on an individual basis if necessary) the instructions given.
- To maintain discipline and order within the classroom.
- To implement all whole school policies so that pupils' learning and health and safety are consistently supported.
- To undertake training appropriate to the needs of the role.
- To be responsible for the best use, supervision and security of any resources within the classroom.
- To be responsible for the teaching room with regard to its good order, appearance and health and safety issues.
- To comply with the school's Health and Safety Policy.
- To undertake any other duties (when not providing lesson cover) that may reasonably be required of you – specifically reprographics.
- To attend any relevant meetings as required.
- To be prepared to work in the best interests of the pupils and their welfare.

Support for Pupils

- Supervise pupils engaged in learning activities.
- Act as a role model and set high expectations of conduct and behaviour.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Keep pupils on task and respond to general questions.

Support for Teachers

- Provide objective and accurate feedback to the teacher on the conduct of the lesson.
- Keep appropriate records as agreed with the teacher.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.

Support for the Curriculum

- Support the use of ICT where appropriate.
- Make appropriate use of equipment and resources.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Participate in training and other learning activities as required.
- Attend relevant school meetings as required.

- To respect confidentiality at all time.

The content of this job description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The job description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances following consultation with the postholder.

Person Specification

Experience and Qualifications:

- GCSE English and Mathematics or equivalent qualifications or skill level
- Experience of working with children aged 11 to 18 years
- Understanding of the principles of child development and learning processes and, in particular, barriers to learning

Skills and abilities:

- Ability to relate well to children and adults
- Ability to demonstrate and promote good practice in line with the ethos of the school
- Ability to work constructively as part of a team, to understand classroom roles and responsibilities and own position within these
 - Flexible approach to work
 - Ability to use own initiative and employ sound judgement
 - Very good communication skills, both verbal and written
 - Ability to take instruction and a passionate desire to learn new skills.
 - Sound organisation skills
 - Willingness to utilise the possibilities of ICT in the development of the post
 - Good knowledge of Microsoft Office, in particular Word, email, databases and spreadsheets
 - Ability to learn new ICT quickly
 - Ability to proof read accurately and consistently ensuring accurate correction of spelling, grammar and a high standard of work in terms of presentation and layout
 - Ability to compose routine correspondence appropriate to intended audience
 - Good time management skills and the ability to prioritise work dealing effectively with conflicting priorities

Personal qualities:

- Ability to work under pressure and remain calm in difficult situations
- Open to change
- Effective interpersonal skills
- Ability and willingness to work to get the best from all students
- Ability to analyse and review objectively
- Flexibility and patience
- Commitment, enthusiasm and energy
- Commitment to own personal and professional development
- Willingness to be involved in the wider life of the school community
- Presents professional and friendly disposition
- Able to maintain confidentiality

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children need to be demonstrated.

- Motivation to work with children and young people
Ability to form and maintain appropriate relationships and personal boundaries with children and young people.