



Queen's College, London

Established 1848

## Cover Supervisor & Data Assistant

**Reporting to:** Data & Examinations Manager

### Key Responsibilities

#### Cover management

- Efficiently manage the school's daily cover requirements, ensuring that classes run smoothly in the absence of teachers.
- Liaise with teachers to ensure that lesson plans and resources are available to cover lessons.
- Maintain accurate records of cover arrangements and produce reports for the Senior Leadership Team.

#### Cover supervision

- Supervise pupils, ensuring they are engaged in the classwork.
- Create a safe, positive and supportive learning environment.
- Establish trust with pupils, interacting with them according to individual needs.
- Assist pupils with tasks as required.
- Promote good behaviour, deal promptly with incidents in accordance with established policies and encourage pupils to take responsibility for their behaviour.
- Collect classwork or adhere to any specific instructions given by the class teacher.
- Ensure orderly lessons with a formal start and dismissal in accordance with established policy and procedures.

#### Data assistance

- Provide administrative support for the school's MIS (SchoolBase) to facilitate the smooth functioning and accuracy of data, leading to integrated reporting across all related areas of SchoolBase.
- Support the procedures and systems for assessment, examinations, course management and timetabling to ensure full integration across modules and reduce duplication of data.
- Support the input of all pupil data into SchoolBase including timetable and class set changes, ensuring all data is disseminated to relevant staff.
- Support the quality assurance of all data, producing and submitting all reports in an accurate and timely fashion.
- Support the training related to SchoolBase, including reporting, analysis and staff induction.

- Support the annual roll over of SchoolBase for each new academic year.
- Create and manage SchoolBase user accounts for staff and pupils.
- Respond to queries from parents regarding the parent portal and other systems.

**Other duties**

- Assist with examinations and associated administration, supporting the Data & Examinations Manager with the fulfilment of their duties as necessary e.g. examination invigilation.
- Undertake additional duties that are commensurate with the role, as reasonably required.

**All staff are expected to:**

- Be aware of and committed to the ethos and values of Queen's
- Take an active role in the development and implementation of school policies and in the whole life of the school
- Ensure that there are equal opportunities for all
- Adhere to school policies and procedures
- Be fully committed to safeguarding and promoting the welfare of children

## Person Specification

The successful candidate is highly likely to have the following skills and experience:

### Essential

- GCSE grade C or above (or equivalent) in English and Mathematics
- High level of IT literacy, including excellent Excel and Word skills
- Demonstrable relevant experience
- Excellent organisational skills and ability to multi-task & prioritise effectively
- Able to communicate clearly and effectively with a range of stakeholders in a professional manner, both verbally and in writing
- Able to work flexibly, calmly and with enthusiasm
- Able to work in a team and form productive, supportive & professional relationships with all colleagues
- Willing to actively engage in continuing professional development (CPD), as required

### Desirable

- Qualified to degree level or similar
- Able to engage constructively with, and relate to, a wide range of young people from different backgrounds
- Able to motivate and enthuse pupils
- Committed to high academic standards
- Experience of working in an educational setting
- Working knowledge of safeguarding practices & principles

## Terms and Conditions

- Permanent position
- Full-time, term time only
- Start date: September 2024
- The actual salary range for this role is £24,029 – £26,532 per annum, dependent on qualifications, skills and experience
- Normal working hours: 0800 to 1630, Monday to Friday
- Free lunch in the Dining Hall during term time
- Healthcare insurance (taxable benefit)
- Defined contribution pension scheme (up to 10% employer contribution)
- Wellness Allowance
- Cycle to Work Scheme
- Employee Assistance Programme

*Queen's College, London is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo the requisite pre-employment procedures, including checks with past employers and the Disclosure and Barring Service.*

*During the shortlisting process, Queen's College, London will consider carrying out an online search on shortlisted candidates as part of its due diligence.*

*This post is 'exempt' from the Rehabilitation of Offenders Act 1974; all shortlisted applicants will be required to declare:*

- *All unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974*
- *All spent adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020*

*The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further guidance on disclosure can be found [HERE](#).*

*Queen's College, London recognises the positive value of diversity, promotes equality and challenges discrimination. We welcome applications from people of all backgrounds.*