



## Job Description

### Support & Cover - Secondary

#### Post Details

Salary: £10.42-11.61 ph

Location: Culham, Oxfordshire

Contract type: Term Time only, Part-Time

Commencing: 1st September 2022

Reporting to: SENCO

#### Europa School UK

The Europa School specialises in Languages and Sciences and offers multilingual, multicultural education, leading ultimately to the International Baccalaureate Diploma Programme. The secondary offers the International Baccalaureate Middle Years Programme with humanities taught in the students stream language. It is an all-through free school of pupils aged 4 to 19.

#### Job Description

##### Overview

- To support children who require learning support in class.
- To share in the care and wellbeing of the children throughout the school.
- To support the emotional, behavioural and pastoral needs of all pupils.
- To carry out specific administrative/ procedural tasks to support the class teacher.
- To observe and monitor pupil's progress and adapt agreed approaches to their particular needs.
- To carry out regular supervision duties.
- To cover lessons where the teacher is absent.
- To invigilate exams and tests.
- To offer administrative and site help

##### To undertake all of the following

- To provide additional support to children who require learning support in class or in other locations.
- Supervise playgrounds, the canteen, bus bay and other areas of the school as required.
- Be aware of and support school policies and procedures.



- Report any concerns regarding children's welfare or education, to the SENCO
- Attend regular meetings with the SENCO
- Assist with maintaining good discipline throughout the school at all times, following school procedures.
- When directed, escort and supervise pupils on planned visits/journeys.
- Assist with the preparation of resources
- Attend appropriate staff meetings and training days/events as required.
- Provide cover for classes where a teacher is absent, work will be provided.
- Recognise and respond effectively to issues as they arise, including by challenging stereotyped views, and by challenging bullying or harassment, following relevant policies and procedures.

## Person Specification

### Experience and Skills

- Good numeracy/literacy skills
- Ability to use equipment e.g., photocopier

### Personal Attributes

- Flexibility
- Ability to relate well to children and adults and work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
- Ability to comply with policies and procedures relating to child protection, health, safety and security, confidentiality, data protection and equal opportunities.

## For more information

If you would like further information, please contact: Anna Cole-Morgan (HR Manager)

Email: [applications@europaschool.uk](mailto:applications@europaschool.uk)

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The important small print:

Due to this post having access to children and/or vulnerable adults, successful candidates will be required to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from taking up a post, as all cases are judged individually according to the nature of the role and information provided. The Europa School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants must be eligible to work in the UK.