

Faculty/Department	
Job Title:	FTSA (Faculty Team Support Assistant)/Cover Supervisor
Grade:	5DT Grade 5
Post Purpose:	- As a Faculty Team Support Assistant/Cover Supervisor, to work within a faculty to support the realisation of the planned and personalised curricula (including learning support for small groups alongside clerical & administrative tasks) - As a cover supervisor, to provide cover for absent teachers (primarily, though not exclusively within a Faculty); that includes supervising classes/groups of students, generally assisting students and ensuring that they carry out the tasks set by teachers.
Accountable to:	Director of Teaching and Learning Standards
Principal Accountabilities	- The FTSA provides cover for whole classes as required – administering work set and guided by the classroom teacher; supported by the Faculty leaders and managers. Such cover, to be primarily though not exclusively, within a named Faculty (needs-led). - As a priority, all classes across the Academy must be supervised at all times and within the spirit of the National Workforce Agreement; even when the substantive teacher is not present. - Cover supervision (overseen Assistant Principle Transition) therefore takes priority over all other tasks.
Support for the Faculty and the Curriculum	- Work with Subject Leaders, managers, teachers, and others to establish an appropriate learning environment that is safe and secure. - Work effectively as part of a Department & broader Academy team by supporting other colleagues and participating in relevant training and professional development. - Administer and oversee robustly routine tests and invigilate exams/tests - Provide general administrative & clerical support for the Subject Leaders, managers & teachers e.g. enter data onto assessment tracking and other platforms, administer coursework, produce worksheets for agreed activities, put up displays etc. - Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to the appropriate person. - Contribute to the overall ethos and aims of the Academy/Department as set out in the current whole-Academy & Faculty Strategic Vision documentation. - Plan (where required) and supervise students on visits, trips and out of Academy). - Ensure the implementation of the Academy equal opportunities policy.

	• Other responsibilities as reasonably requested and commensurate with the grading of the post.
General	• To be aware of the Trust's duty of care in relation to staff, students and visitors and to always comply with the health and safety policy. • Some working flexibility will be required to meet the demands of this post. • To establish and maintain positive, constructive, and professional working relationships with staff, visitors, students, parents, and other professionals of the Trust. • To be aware of and comply with the codes of conduct, regulations and policies of the Trust and its commitment to Equality, Diversity and Inclusion. Act in a courteous way at all times in communications with both colleagues and all stakeholders. • To contribute to whole School and Trust events as and when required. • To develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated to support the development of the school. • To carry out any other reasonable duties or requests of your Line Manager and/or Head of School, that are in keeping with this post or as may be determined from time to time by the Operations Manager, Head of School or CEO.

This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility as which they will be required to work. In the interests of effective working, the major tasks may be reviewed on an annual basis to reflect changing business needs and circumstances. Such reviews, and any consequential changes, will be carried out in conjunction with the post holder. It does not form part of your contract of employment.

The 5 Dimensions Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All posts are defined as Regulated Activity and therefore this post is subject to an Enhanced DBS.

PERSON SPECIFICATION

ATTRIBUTE	Essential (E) or Desirable (D)	Assessment
Qualifications		
GCSE Maths & English A*-C (or equivalent)	E	A
Knowledge and experience		
Experience of working in an administrative function	E	A/I
Experience of working with students within an education setting	E	A
Previous experience of working within a school environment	E	A/I
Skills		
Ability to work at pace with attention to detail	E	A/I
Excellent IT skills, including microsoft office, Teams.		
Ability to build good, effective working relationships with key stakeholders	E	A/I
Ability to build professional relationships with students based on respect.	E	A/I
Ability to communicate professionally with a variety of people at different levels	E	A/I
Ability to be flexible to support the needs of the trust	D	I
Ability to work independently and to use initiative	E	A/I
Highly organised with good organisational skills.	E	I
Personal attributes		
Demonstrate and adhere to 5 Dimensions core values	E	J
Adhere to GDPR guidelines and the Trust's internal procedures	E	I
Adhere to the Trust's Safeguarding and Prevent policy	E	I
Adhere to Health and Safety Policy	E	I
Commitment to own professional development	E	I/A
Commitment to equality and diversity in the workplace	E	I

A = Application

I = Interview

T = Task/Activity

R = References

I confirm that I have received a copy of the above job description for this role.

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Date

Signature