

Job Description

POST:	Cover Supervisor (Learning Assistant Level 3)
POST NUMBER:	
GRADE:	Grade E 2019 SCP 7 – 11 (£19,554 - £21,166)
RESPONSIBLE TO:	Teaching Staff
RESPONSIBLE FOR:	Support Staff, Students, Resources
PURPOSE:	<p>To provide classroom supervision of students in the short term absence of teaching staff. To work with and supervise individuals and groups of children under the direction/instruction of teaching and/or senior staff, inclusive of specific individual learning needs, enabling access to learning for all Students and assistance and support in classroom management and behaviour techniques and providing specialist support in a specific curricular/resource area. Supervision of whole classes during the short-term absence of teachers with agreed lesson plans in place. Provide short-term cover to enable Planning, Preparation and Assessment time to be effectively managed.</p>

DUTIES and RESPONSIBILITIES:

1. SUPPORT FOR THE STUDENT

- Establish good working relationships with Students, acting as a role model and setting high expectations
- Provide consistent support to all Students, responding appropriately to individual Student needs
- Assist with the development and implementation of Individual Education Plans
- Promote inclusion and acceptance of all Students
- Encourage Students to interact with others and engage in activities led by the teacher
- Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedure
- Provide feedback to Students in relation to progress and achievement under the guidance and direction of the teacher
- Use specialist (curricular/learning) skills/training/experience to support Students
- Assist in the administering of routine and emergency medication
- Assist in the planning, implementation, assessing, recording and reporting in relation to personal care and independence programmes
- Assist with the carrying out of therapy and medical programmes that have been designed and monitored by therapy and medical staff
- Provide one-to-one support for Students in either a care/special needs capacity as and when required

2. SUPPORT FOR THE TEACHER

- To provide classroom supervision in the absence of a teacher
- Communicate the work set by the teacher to the Students
- Communicate feedback from the covered lesson to the teacher
- Invigilate examinations to the required standard

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- Oversee the distribution and collection of books and other equipment as directed by the teacher
- Maintain the rules set by the external examination boards and in-house regulators when invigilating examinations
- Work under the direction of the lead teacher/organiser when accompanying staff on school visits
- Provide clerical/administration support (e.g. photocopying, typing, filing, collecting money etc.)
- Assist with the display of children's work
- Establish and maintain an appropriate learning environment under the supervision of the teacher
- Contribute to lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate Students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required, to the teacher on Student achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records in agreed format with the teacher, contributing to reviews of systems/records as requested
- Administer and assess routine tests and accurately record achievement/progress
- Promote positive values attitudes and good Student behaviour, dealing promptly with conflict and incidents and encouraging Students to take responsibility for their own behaviour in line with established school policy
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within role/responsibility and participate in feedback sessions/meetings with parents under teacher's supervision
- Assist in the planning, implementation, assessing, recording and reporting in relation to behaviour management plans

3. SUPPORT FOR THE CURRICULUM

- Support the delivery of agreed learning activities/learning programmes, adjusting activities according to Student learning styles and individual needs
- Support the delivery of literacy/numeracy programmes, effectively utilising all alternative learning opportunities to support extended development
- Support the use of ICT in learning activities and develop Students' competence and independence in its use
- Assist Students to access learning activities through specialist support e.g. curriculum/SEN specialism
- Determine the need for, prepare and maintain levels of general and specialist equipment and resources

4. SUPPORT FOR THE SCHOOL

- Be aware of and comply with school policies and procedures relating to child protection, Student behaviour and discipline, health and safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned)
- Be aware of and support difference and ensure all Students have equal access to opportunities to learn and develop
- Contribute to the school ethos, aims and development/improvement plan
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of Students
- Attend and participate in regular meetings as appropriate

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- Participate in training and other learning activities as required
 - Establish own best practice and use to support others
 - Assist in the supervision, training and development of classroom support staff
 - Assist with the planning of opportunities for Students to learn in out-of-school contexts, according to school policies and procedures and within working hours
 - Accompany teaching staff and Students on visits, trips and out of school activities as required
 - Assist in the planning, delivery and evaluation of training, advice, guidance and support to colleagues in other schools
 - Assist in the organisation, monitoring and delivery of training to students and other adults on placement
 - Establish and maintain inventories of equipment and resources
 - To supervise staff as directed by the Head Teacher
5. High expectations of all Students; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements
 6. To be responsible for improving your own practice through observation, evaluation and discussion
 7. To comply with the Data Protection Act and School policies and procedures
 8. The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.
 9. To comply with the School's Health and Safety Policy and associated safe working procedures and guidelines.
 10. To comply with the School's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
 11. To comply with the School's Data Protection Policy and Code of Practice within the service area of the post.

The post is subject to Enhanced Disclosure.

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989.

The details contained within this job description reflect the content of the job at the date it was prepared. However it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

**Postholder's
Signature:**

Date: / /

**Headteacher's
Signature:**

Date: / /