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Headteacher: Paul Thomas

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Parkwood Primary School

Spanish International School

Job Details

Job title: Cover Supervisor – Supporting and Delivering Learning (Level 3)

Salary: Scale 5

* Contract type: 34.75 hours
* Working hours: Monday-Friday 8.15am-3.30pm plus 1 hour staff meeting each week.
* Reporting to: AHT

**Job Description**

**Job Purpose:**

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes.

To work under the guidance of teaching/senior staff and within an agreed system of supervision. To implement agreed work programmes with individuals/groups, in or out of the classroom.

This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.

To ensure there is a secure and welcoming facility to support, motivate and supervise pupils in eating their meal and in play activities. Responsible for the health, safety, conduct and well-being of all pupils and in particular those in the class allocated under the duty rota.

**Main Duties and Responsibilities**

**Support for Pupils:**

* Promote the school values and rules.
* To supervise whole class occasionally during the short-term absence of teachers. The primary focus will be to maintain good order and to keep the pupils on task. Cover supervisors will need to respond to questions and generally assist pupils to undertake set activities.
* Provide feedback to pupils in relation to progress and achievement.
* Use specialist curricular/learning skills/training/experience to support pupils.
* Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
* Establish constructive relationships with pupils and interact with them according to individual needs. Promote the inclusion and acceptance of all pupils.
* Set challenging and demanding expectations and promote self-esteem and independence.
* Deliver and support with school wide initiatives to promote high standards of learning, such as phonics/maths programmes
* Deliver pastoral and learning support.
* Deal with minor incidents and the health and hygiene of the children and where necessary, escort them home.

**Support for the Teacher:**

* Work with the teacher to establish an appropriate learning environment.
* Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
* Monitor and evaluate pupils’ 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 pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
* Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
* Undertake marking of pupils’ work and accurately record achievement/progress.
* 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.
* Liaise sensitively and effectively with parents/carers as agreed with the teacher within the role/responsibility and participate in feedback sessions/meetings with parents, or as directed.
* Administer and assess routine tests and invigilate exams/tests.
* Provide general clerical/admin support e.g. administer coursework and produce worksheets for agreed activities.
* Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
* Promote 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 home-school/community links.
* Work in partnership with the teacher to support the school induction programme. This may include contributing to parents evening as appropriate

**Support the Curriculum**

* Implement agreed learning activities/teaching programmes and adjusting activities according to pupil responses/needs.
* Implement local and national learning strategies e.g. literacy, numeracy, KS1/2, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
* Help pupils to access learning activities through specialist support.
* Determine the need for, prepare and maintain general and specialist equipment and resources.
* Support the use of computer literacy in learning activities and develop pupils’ competence and independence in its use.
* Prepare, maintain and use equipment/resources as required to meet the lesson plans/relevant learning activity and assist pupils in their use.

**Support for the School**

* Be aware of and comply with policies and procedures relating to child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Undertake regular first aid training.
* Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
* Contribute to the overall ethos/work/aims of the school.
* Actively promote the school values and rules, including the promotion of Spanish and international learning
* Appreciate and support the role of other professionals.
* Attend and participate in relevant meetings as required.
* Participate in training and other learning activities and CPD as required.
* As required assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
* Engage with and model positive, constructive play with pupils
* Support pupils in meal arrangements, including supporting the pupils to serve food as part of ‘family dining’
* Encourage pupils to be independent in clearing away after a meal.
* Promote a positive learning environment within the ethos of the school.
* Establish constructive relationships with pupils and interact with them according to individual needs.
* Promote the inclusion and acceptance of all pupils.
* Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
* Assist in the general care of the school environment by undertaking tidying of general areas.
* Actively promote equal opportunities at all times.
* Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
* Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
* Through the appraisal process proactively engage in continued professional development opportunities, actively seeking ways to further develop practise.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change.

The person in the post may also have to carry out other duties as may be necessary from time to time.

**General Requirements**

* Take part in the school’s performance management system.
* Attend governing body meetings as required.
* Enhanced CRB Check.
* Strong commitment to furthering equalities in both service delivery and employment practice.
* You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

Signed Postholder:

Date:

Signed Headteacher:

Date:

Person Specification TA Level 3

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| **Criteria** | **Qualities** |  |
| * **Qualifications**
 | * NVQ 3 for Teaching Assistants or equivalent qualifications or experience.
 | Essential |
| * **Experience**
 | * Working with or caring for children of a relevant age.
* Experience of working with pupils with additional needs.
 | EssentialEssential |
| * **Skills and knowledge**
 | * Training in the relevant learning strategies e.g. phonics
* First aid training/training as appropriate (or willingness to complete first aid training as required)
* Understanding of child protection procedures and practise
* Display commitment to protection and safeguarding of children and young people.
* Understanding of relevant policies/code of practice and awareness of relevant legislation.
* Understanding of national/foundation stage curriculum and other basic learning programmes/strategies.
* Basic understanding of child development and learning
* Very good numeracy/literacy skills.
* Effective use of ICT to support learning.
* Use of other equipment technology including Ipads, photocopier.
* Ability to self-evaluate learning needs and actively seek learning opportunities.
* Ability to relate well to children and adults.
* Work constructively as part of a team, understanding school wide roles and responsibilities and own position within these.
 | EssentialEssentialEssentialEssentialEssentialEssentialEssential Essential Essential Essential Essential Essential Essential |
| * **Personal qualities**
 | * A commitment to supporting the school in achieving the best outcomes for all pupils and promoting the ethos and values of the school
* Ability to work under pressure and prioritise effectively
* Commitment to safeguarding and equality
* Commitment to own professional development
 | EssentialEssentialEssentialEssential |