



FINHAM PARK  
MULTI ACADEMY TRUST

## **JOB DESCRIPTION**

### **Lillington Nursery & Primary School**

**Job Title** Cover Supervisor

**Grade** Grade 4

### **Job Purpose**

In the Cover Supervisor role, it is to provide cover supervision during PPA/leadership time of teaching staff within Lillington Nursery & Primary School.

In the Teaching Assistant role, it is to support the classroom teacher with their responsibility for the development and education process by providing care and supervision of students, including those who have special physical, emotional and educational needs, and those whose home language is not English.

### **Duties and Responsibilities**

- To advance pupils' learning in the specialist provision setting, including working with individuals and small groups where the assigned teacher is not present.
- To support the work of a qualified teacher and, under an agreed system of supervision, have responsibility for agreed learning activities. This involves undertaking specified work involving planning, preparing and delivering learning activities to individual pupils/groups and monitoring, assessing, recording and reporting on pupil development, progress and attainment.
- To be a member of a multi-disciplinary team and will work under the leadership of a qualified teacher assigned to the class or group. He/she will operate with a high level of delegated authority under an agreed system of supervision.
- Assist the teacher in the development and implementation of Individual Education/Behaviour Plans and Personal Care Programmes for individuals and groups of students
- Assist the teacher with the planning of learning activities in the classroom, preparing or modifying work for individuals or group of students as directed
- Prepare and maintain equipment and teaching resources for lessons and activities including the control of stock within the classroom
- Undertake supervision and discipline of students within the procedures of the school, providing detailed and regular feedback as appropriate
- Promote student independence in learning, social and mobility skills, reinforcing the student's self-esteem through praise and encouragement, setting challenging and demanding expectations and promote self-esteem and independence





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- Assist with the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists and in liaising with other professional staff and reporting information from/to parents/carers, contributing to meetings to discuss a specific student's progress as appropriate
- Support the use of ICT in learning activities and develop students' competence and independence in its use
- Provide support to the classroom teacher by assisting with the administration of baseline tests, supporting volunteer helpers in the classroom, undertaking photocopying, filing, recording and collecting monies as directed
- Assist at an appropriate level, and within the school's protocols, with the provision of general care and welfare of students which may include assistance with personal hygiene, assisting with injuries and the general monitoring of student's general health and welfare.
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Assist with the supervision of students outside of lesson times, including before and after school and participating in lunchtime supervision.
- Assist with group activities within and away from the classroom/school, such as PE, educational visits, relevant internal and external meetings
- Any other duties and responsibilities within the range of the salary grade

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All duties and responsibilities must be carried out with due regard to the School's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the School's Equal Opportunities Policy.

Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)

