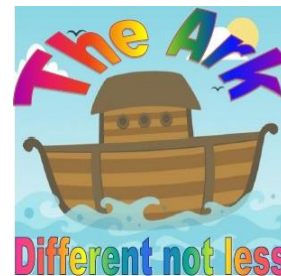


CHRIST the KING

CATHOLIC PRIMARY SCHOOL and NURSERY
with THE ARK, a SPECIALIST RESOURCE



Specialist Support Supervisor Job Description

Post: Specialist Support Supervisor

Responsible to: Class Teacher, SENCO, Inclusion Leader

Hours: 8:30 – 3:30pm

Duties

This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, the job or duties may vary or be amended from time to time without changing the level of responsibility associated with the post.

Teaching and Learning

1. Assist in the educational and social development of a pupil with visual impairment under the direction and guidance of the class teacher, SENCO and Inclusion Lead.
2. Assist in the implementation of an Individual Education Programme and Education, Health and Care Plan, delivery of specialist teaching programmes and help to monitor progress.
3. Explicit teaching of skills commonly acquired incidentally through vision.
4. Adapting class teacher's plans and resources to suit the individual student
5. Complete ongoing progress records.
6. Facilitating inclusion, both inside and outside the classroom, through the development of independence whilst ensuring safety.
7. Support the student with emotional or behavioural problems and help to develop their social skills.
8. Teaching skills including the ability to teach a whole class following the class teacher's plans.

Lunchtime duties

1. Responsible for a specific area/ children each day. This could vary from day to day on a rota basis.
2. Organise play activities with the children on the playgrounds.
3. Supervise children in the dining room/ classroom whilst they eat their lunch.

Administrative duties

1. Prepare large print/ braille resources
2. Preparation of objects to support understanding
3. Preparation of accessible graphics
4. Sourcing specialist supplies including books and audio resources
5. Management of Teaching Assistant working with the individual child

6. Undertake other duties from time to time as directed by the Headteacher

Standards and Quality Assurance

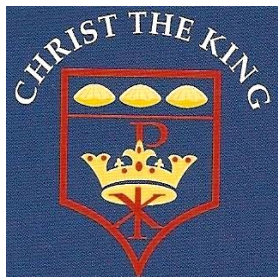
1. Support the aims and ethos of Christ the King Catholic Primary School as expressed in the school's Mission Statement.
2. Set a good example in terms of dress, punctuality and attendance.
3. Attend staff and team meetings held within the working day.
4. Undertake professional duties that may be reasonably assigned by the Senior Leadership Team.
5. Be proactive in matters relating to Health and Safety.
6. Be prepared to undertake such in-service training as will enable the post holder more efficiently to carry out the role and better to assist the children.
7. To adhere to all aspects of health and safety including following all relevant policies in day to day practice.

Career Development and Performance Management

The Specialist Support Supervisor is entitled to:

1. an annual review of performance at which this job description will be reviewed;
2. access to in-service training which will enable the post holder to develop his or her skills for their own personal benefit as well as for the benefit of the school.

November 2024



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Christ the King Catholic Primary School SPECIALIST SUPPORT SUPERVISOR - PERSON SPECIFICATION

| PERSON SPECIFICATION | Essential/Desirable |
|--|---------------------|
| Qualifications | |
| GCSE Maths and English to grade C or above or equivalent | E |
| TA specific qualification equivalent to NVQ Level 2 or 3 | D |
| | |
| Experience | |
| Experience of working with children | E |
| Experience of working with children with special needs | D |
| | |
| Skills and knowledge | |
| Good literacy and numeracy skills | E |
| Good organisational skills | E |
| Ability to build effective working relationships with pupils and adults | E |
| Excellent verbal communication skills | E |
| Active listening skills | E |
| Good ICT skills | E |
| | |
| Work-related personal qualities | |
| Committed to the Catholic ethos of the school | E |
| Enjoyment of working with children | E |
| Sensitivity and understanding, to help build good relationships with pupils | E |
| Commitment to safeguarding pupil's wellbeing and equality | E |
| Willingness to take part in appropriate training and personal and professional development | E |
| Able to stay calm in stressful situations | E |
| | |