



JULIAN'S PRIMARY SCHOOL

JOB DESCRIPTION

Job Title: Cover Supervisor- Supporting & Delivering Learning – Level 3

Responsible to: Class Teacher

Grade: Scale 5

Main Purpose

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 includes a thorough understanding of the primary curriculum and will involve assisting the teacher with planning lessons and the management/preparation of resources. Staff may also supervise whole classes occasionally during the short-term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task.

Teaching Assistant / Cover Supervisor – Supporting & Delivering Learning – Level 3

Main Responsibilities and Duties

Support for Pupils

- Use their skills/training/experience to ensure all pupils can access the curriculum
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement or self-reliance
- Provide feedback to pupils in relation to progress and achievement

Support for the Teacher

- Work with the teacher to establish an appropriate learning environment
- Support 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
- Be responsible for keeping and updating records as agreed with the teacher
- 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 your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
- Provide general clerical/admin. support e.g. produce worksheets for agreed activities etc.

Support for the Curriculum

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Implement local and national learning strategies e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources

Support for the School

- 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 an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in relevant meetings both during and after the school day as required

- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Undertake planned supervision of pupils' out of school hours learning activities
- Supervise pupils on visits, trips and out of school activities as required

Equal Opportunities

- To implement the Council's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Council's service.
- To take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010.

Safeguarding

- To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority.

Health and Safety

- To work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school.
- To ensure compliance of procedures should be observed at all times under the provision of safe systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

Data Protection

- When working with computerised systems to be completely aware of responsibilities at all times under the Data protection Act 1998 for the security, accuracy, and significance of personal data held on such systems.

To undertake such other duties that may be required to meet the needs of the service.

Teaching Assistant /Cover supervisor– Supporting & Delivering Learning – Level 3

Person Specification

- Experience of working with children with a range of SEND
- A willingness to learn and the ability to take on fresh challenges and to maintain a calm and positive manner
- GCSE or NVQ Level 2 in literacy and numeracy, or equivalent
- NVQ Level 3 for teaching assistants or equivalent qualification or experience

Experience	<ul style="list-style-type: none"> • Experience working with children of relevant age • Experience of working with children with a range of SEND
Qualifications/Training	<ul style="list-style-type: none"> • Numeracy and literacy qualification at NVQ level 2, or equivalent, or enrolled on a course working towards this • NVQ 3 for Teaching Assistants or equivalent qualification or experience • Training in relevant interventions e.g. literacy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, would be an advantage • Appropriate first aid training
Knowledge/Skills	<ul style="list-style-type: none"> • Can use ICT effectively to support learning • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation • Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies • Understanding of principles of child development and learning processes • 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 classroom roles and responsibilities and your own position within these
Safeguarding	<ul style="list-style-type: none"> • Displays commitment to the protection and safeguarding of children and young people, and has an up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.