

College: De Lisle College: A Catholic Voluntary Academy

Job Title: Classroom Instructor / Assistant Teacher

Grade:

Hours:

Responsible To: Head Teacher and Senior Leadership Team

Key Relationships/ Liaison with: Teachers and other classroom support staff

Job Purpose: A Classroom Instructor / Assistant Teacher will provide supervision of classes across the curriculum in the event of the absence (planned or unplanned) of the teacher, ensuring that students are engaged in pre-set work, managing student behaviour and ensuring a safe environment

MAIN DUTIES AND RESPONSIBILITIES:

- 1 In the absence of a teacher, to be solely responsible for a class of students, ensuring they are engaged in learning activity that has been set by a teacher
- 2 To effectively manage instances of poor behaviour and any other immediate issues or emergencies that arise in accordance with college/college policy
- 3 To support students to engage with the work provided, including providing support where necessary with literacy, numeracy and organisational skills
- 4 To liaise with teachers / other relevant staff with regard to work set for a class, and ensure you are suitable equipped and informed to be able to effectively supervise the assigned lesson
- 5 To feedback to the class teacher on student engagement in the set work and also on any issues that may have arisen during the covered lesson(s)
- 6 To help prepare, monitor and maintain a safe and secure learning environment in line with the teacher's lesson plans
- 7 To support the maintenance of an activity bank, contributing general activities as appropriate, and draw upon this in the event that students complete the pre-set work more quickly than expected, in order to ensure that students are engaged in constructive activity
- 8 To contribute to the development and review of relevant policies (e.g. Cover, Behaviour Management, etc.)

- 9 To assist in the evaluation of the impact of covered lessons on students and throughout the college
- 10 To undertake student registration of a class, as required
- 11 To promote positive behaviour and relationships, using effective strategies in a timely manner in accordance with college policy
- 12 To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the college staff team
- 13 To assist with the organisation of cover for absent colleagues (teachers or support staff), for both planned and unplanned absences
- 14 To assist in the creation and maintenance of curriculum resources, and creation of visual displays in order to ensure a relevant physical learning environment
- 15 To undertake administrative duties relevant to the role
- 16 To invigilate internal and external tests and examinations under formal conditions
- 17 When not required to undertake any responsibility falling within the above, Cover Supervisors may be directed to provide additional support in the college, in accordance with the duties of other similarly or lower graded jobs for which they are suitably skilled/ qualified

Optional Extra Responsibilities, not affecting the grade

- 18 To undertake midday supervision duties

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply:

- The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the college and disseminate as required
- Expenses will be paid in accordance with the Local Conditions of Service
- Work to promote and apply the colleges Safeguarding and Child Protection policy and practices
- Work to promote and apply the colleges Equality and Diversity policy and practices
- The post holder will respect confidentiality issues linked to home/student/teacher/college work and to keep confidentiality as appropriate
- As a member of staff working in a college setting the post holder will have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and well-being of students
- The post holder will ensure awareness of and compliance with personal responsibilities and requirements communicated by college policies and procedures including Health and Safety
- The post holder will be required to undertake general administrative tasks as required

Subject to the duration of the need and by negotiation, the special conditions given below apply:

- The post holder will proactively undertake student supervision as required as part of a wider staff team, e.g. fire drill duty, Parent Interview Days, bus duty, lunch duty
- The post holder may be required to provide assistance with the invigilation of examinations
- The post holder may be required to be an appointed person for first aid and medical duties
- The post holder may be required to accompany and supervise students on educational visits
- As a member of staff in a college setting you may have the opportunity to participate in programmes for mentoring students and to participate in extra-curricular activities and to work alongside a form tutor in a pastoral capacity

It is vital to the ethos of the Support Team that the post holder is flexible in taking on additional tasks, willing to offer help to, and cover for, other members of the Team, and treats co-operation and support for colleagues as a top priority.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Person Specification

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	Essential	Desirable	How assessed
<u>Qualifications</u> <ul style="list-style-type: none"> NVQ 3 in Supporting Teaching and Learning or <ul style="list-style-type: none"> A-Levels/other Level 3 qualification 	✓		App/Doc/Ref
<u>Experience</u> <ul style="list-style-type: none"> Experience of working with students in a formal setting without immediate supervision. 	✓		App/Int/Ref
<u>Knowledge</u> <ul style="list-style-type: none"> Knowledge of child protection and health and safety procedures. 	✓		App/Int/Ref
<u>Skills/Attributes</u> <ul style="list-style-type: none"> Ability and willingness to undertake professional development. Good interpersonal skills. Empathy with children and young people. Ability to effectively manage student behaviour in accordance with college/college policy and procedure. Ability to use own initiative to work flexibly and respond positively to a range of situations Ability to work effectively as part of a team. 	✓ ✓		App/Int Int/Ref Int/Ref Int/Ref Int/Ref Int/Ref

	Essential	Desirable	How assessed
<u>General Circumstances</u> <ul style="list-style-type: none"> Attendance - evidence of regular attendance at work. An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations. 	✓ ✓		App/Ref/ Med App/Int
<u>Factors not already covered</u> Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.	✓		Med

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)