

**Duties and Responsibilities**

* Provide classroom cover for teaching staff who are absent (covering short term absences)
* Maintain an orderly and purposeful environment in which students can complete work set by the classroom teacher/department
* Implement the academy’s behaviour system and all relevant school policies
* Invigilate internal and external examinations when required
* Accompany visits and field trips as required
* Fulfil any other reasonable task requested by the Headteacher
* Lead extra-curricular activities
* To monitor and evaluate student responses to learning activities
* To provide objective and accurate feedback and reports as required to the teacher on student achievement, progress and any other matters
* Accurately record all achievement and progress
* Promote positive values, attitudes and good behaviour, dealing promptly with conflict in line with established policy
* Liaise sensitively and effectively with parents/carers as agreed with the teacher
* Support the use of ICT in learning activities and develop pupil competence and independence in its use
* To provide general clerical administrative support – administer course work to produce worksheets for agreed activities
* To assist individuals and groups of students in developing knowledge, skills and attitudes as defined by the curriculum. To take into account the learning support involved to aid the children to learn as effectively as possible and make at least expected progress
* To establish supportive relationships with the student/s concerned and to encourage acceptance and inclusion of all students.
* To encourage social integration and individual development of students. To develop methods of promoting and reinforcing students’ self-esteem.
* To assist with lunch and break time supervision of students on a rota basis in accordance with the School’s Policy for Staff Duties
* To accompany students on educational visits and outings as supervised by the Teacher.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

The Kingswinford School is committed to safeguarding and promoting the welfare of young people / vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be subject to pre-employment checks including, List 99, enhanced Disclosure and Barring Clearance and two satisfactory references.

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| **To whom responsible** | Deputy Headteacher, Student Welfare |
| **Line Managed by** | Deputy Headteacher, Student Welfare  |
| **Signature of Employee** |  |
| **Print name** |  |
| **Date** |  |

**This job description may be amended at any time by agreement.**