

## Job Description

<b><u>Job Title:</u></b>	<b>COVER SUPERVISOR (PE)</b>
<b><u>Grade</u></b>	<b>Learning Assistant (Level 3) Scale: NJC SCP 18-21 32.5 hours per Week Term-Time only (pro rata) + 5 Inset days</b>
<b><u>Responsible to:</u></b>	<b>Assistant Head for Behaviour &amp; Attendance</b>
<b><u>Responsible for:</u></b>	<b>Students, Resources</b>
<b><u>Purpose:</u></b> other	<p>1) Supervision of whole classes during the short-term absence of Teachers with agreed lesson plans in place, a) in PE b) across the parts of the school as required.</p> <p>3) To work with and supervise individuals and groups of Students under the direction/instruction of Teaching and/or Senior Staff, inclusive of specific individual learning needs. Enabling access to learning for all Pupils.</p> <p>4) Providing specialist support in PE as required.</p> <p>5) Provide administrative assistance to the PE department as required.</p>

### Duties and Responsibilities

1. **SUPPORT FOR THE TEACHER**
  - To provide classroom supervision in the absence of a teacher
  - Communicate the work set by the teacher to the pupils
  - Communicate feedback from the covered lesson to the teacher
  - Invigilate examinations to the required standard
  - Oversee the distribution and collection of books and other equipment as directed by the teacher
  - Maintain the rules set by the external examination boards and in-house regulators when invigilating examinations
  - Work under the direction of the lead teacher/organizer when accompanying staff on school visits
  - Provide clerical/administration support (e.g. photocopying, typing, filing, collecting money, making phone calls etc.)
  - Assist with the display of children's work
  - Establish and maintain an appropriate learning environment under the supervision of the teacher
  - Contribute to 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, ensuring the

availability of appropriate evidence

- Be responsible for keeping and updating records in agreed format with the teacher, contributing to reviews of systems/records as requested
- Administer and assess routine tests and accurately record achievement/progress
- Promote positive values attitudes and good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within role/responsibility and participate in feedback session /meetings with parents under teacher's supervision

Assist in the planning, implementation, assessing, recording and reporting in relation to behaviour management plans

2.

### **SUPPORT FOR THE PUPIL**

- Establish good working relationships with pupils, acting as a role model and setting high expectations
- Provide consistent support to all pupils, responding appropriately to individual pupil needs
- Assist with the development and implementation of individual pupil needs
- Promote inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Promote self-esteem and independence, employing strategies to recognize and reward achievement within established school procedure
- Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher
- Use specialist (curriculum/learning) skills/training/experience to support pupils
- Assist in the administering of routine and emergency medication
- Assist in the planning, implementation, assessing, recording and reporting in relation to personal care and independence programmes
- Assist with the carrying out of therapy and medical programmes that have been designed and monitored by therapy and medical staff
- Provide one-to-one support for pupils in either a care/special needs capacity as and when required

3.

### **SUPPORT FOR THE CURRICULUM**

- Support the delivery of agreed learning activities/learning programmes, adjusting activities according to pupil learning styles and individual needs
- Support the delivery of literacy/numeracy programmes, effectively utilizing all alternate learning opportunities to support extended development
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Assist pupils to access learning activities through specialist support e.g. curriculum/SEN specialism
- Determine the need for, prepare and maintain levels of general and specialist equipment and resources

4.

**SUPPORT FOR THE SCHOOL**

- Be aware of and comply with school policies and procedures relating to child protection, pupil behaviour and discipline, health and safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned)
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the school ethos, aims and development/improvement plan
- 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 regular meetings as appropriate
- Participate in training and other learning activities as required
- Establish own best practice and use to support others
- Assist in the supervision, training and development of classroom support staff
- Assist with the planning of opportunities for pupils to learn in out-of-school contexts, according to school policies and procedures and within working hours
- Accompany teaching staff and pupils on visits, trips and out of school activities as required
- Assist in the planning, delivery and evaluation of training, advice, guidance and support to colleagues in other schools
- Assist in the organization, monitoring and delivery of training to students and other adults on placement
- Establish and maintain inventories of equipment and resources
- To supervise staff as directed by the Head Teacher

5.

High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements.

6.

To be responsible for improving your own practice through observation, evaluation and discussion.

7.

To comply with the Data Protection Act and School policies and procedures.

8.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

9.

To comply with the School's Health and Safety Policy and associated safe working procedures and guidelines.

10.

To comply with the School's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.

11.

To comply with the School's Data Protection Policy and Code of Practice within the service area of the post.

### **Additional Duties**

To be willing to be trained as, and to be one of the school's many, First Aid Officers (for support staff recruited after September 2004).

Any other duty deemed reasonable, as directed by the Executive Principal.

### **Review of Performance**

Performance Management reviews will focus on the post holders' responsibilities. There is recognition that however good we are at our jobs, we should embrace the notion of 'continuous improvement'.

### **Generic responsibilities:**

- To work consistently to uphold School's aims.
- To work in a co-operative and polite manner with all stakeholders.
- To work with Students in a courteous, positive, caring and responsible manner at all times.
- To take an active and positive role in the school's commitment to the development of Staff, and their annual review procedures.
- To uphold all School policy and procedure towards safeguarding and promoting the welfare of children and young people.
- To work with visitors to the School in such a way that it enhances the reputation of the school.
- To seek to improve the quality of the School's service.
- To present oneself in a professional way that is consistent with the values and expectations to the school. The appearance of all Staff should at all times be supportive of School policies for the Students;  
e.g. 1 professional, and appropriate, appearance at all times including when out of School, eg trips, CPD etc.

The post is subject to Enhanced Disclosure

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989.

The details contained within this job description reflect the content at the date it was prepared. However it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this job description from time to time and will consult the postholder at the appropriate time.