



Southgate School Cover Supervisor – Grade 8

Southgate is a special school for pupils with complex needs. All pupils have an Education Health Care Plan (EHCP) and are aged between 4 and 16. We are a nurture school where we celebrate difference, take great joy in our young people, and seek to discover and develop their unique potential.

We create happy and secure learning environments, helping pupils to acquire knowledge, skills, confidence and emotional self-regulation. Our aim is to enable our pupils to lead as full and independent lives as possible.

The Role

In your role, you will deliver a range of classroom activities prepared by the class teacher to cover short term absences. You will use a range of learning strategies, approaches and personalisation to support individual pupils and small groups of pupils to help them achieve their full potential. You will have a flexible and positive approach.

This role will also work flexibly across the school and outside of school including support staff cover, on call and working with pupils off site.

Contributing to effective assessment and planning will be an essential part of your role. This will include monitoring, recording and reporting on pupil progress and achievements. You will use your skills and expertise to adapt and personalise the provision to meet a wide range of needs.

You will have the highest regard for safeguarding pupils, in line with the school's ethos, policies and procedures.

You will be part of a positive staff team who work collaboratively and support each other. We are committed to ensure the highest standards of wellbeing and professional development.

Your interpersonal skills will enable you to engage and communicate effectively, working with colleagues, pupils, families and other professionals. You will communicate verbally and in writing, including effectively using IT systems and technology to maintain accurate records.

You will be able to relate to young people with a range of diverse needs. You will have the ability to work with young people with complex SEND.

You will have a calm, patient and reflective approach, being able to demonstrate high expectations of pupil behaviour in a positive and inclusive way.

Working with our children can be varied, rewarding yet challenging. You must be able to inspire, engage and motivate pupils to participate in learning activities whilst encouraging independence.



Find out more about working at Southgate School on our website (www.southgateschool.co.uk) or by following us on Facebook or Twitter.

Key areas of responsibility

You will work within one of the three pathway teams providing support in line with the school's policies, procedures and approaches.

Orchard: For pupils who benefit (or will be able to) from a more formal curriculum. In most cases, their primary need is cognition and learning.

Forest: For pupils who need a semi-formal curriculum. In most cases, their primary need is communication and interaction.

Woodland: For pupils with high levels of anxiety who need a more personalised and flexible approach. Their primary need is usually around their social, emotional and mental health.

Southgate School can be a challenging environment which will require you to have an awareness of your own resilience and wellbeing. You will be able to effectively manage this on an ongoing basis.

You will work within the ethos of the school by positively interacting with colleagues, parents/ carers, pupils and members of the public. You will be an ambassador for the school by helping to create a positive atmosphere using an approachable and solution focused attitude.

The successful candidate will;

- Be committed to the whole school nurture approach
 - Have resilience and the ability to reflect
 - Have a passion for children's learning and wellbeing
 - Be confident, positive, calm, sensitive and tenacious
 - Be committed to the safeguarding of children.
 - Have excellent communication and interpersonal skills, with an ability to work as part of a team.
 - Be able to keep up physically with the demands of working within a special school where pupils have complex needs.
 - Have Team Teach training or the equivalent (or be willing to undertake this training) and be calmly confident about using positive physical intervention when this is required.
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Person Specification

We would expect anyone joining Southgate School as an Educational Teaching Assistant to be able to demonstrate the abilities/ experience /skills as listed below. We have listed these as essential or desirable.

To be shortlisted for the role of Educational Teaching Assistant, please demonstrate on your application form how you currently meet the essential criteria, and the desirable criteria wherever possible. If we receive many applications, we may have to shortlist based on the desirable criteria as well.

Application Form

	Ability / Experience / Skills	Essential / Desirable
1	Understanding or an enthusiasm to learn about child development, learning and nurture principles	Essential
2	Enthusiasm and dedication to work with, support and improve outcomes for young people with complex needs	Essential
3	Experience of working with children or young people preferably within a school environment	Essential
4	Numeracy and Literacy skills to a level to assist pupils with their work	Essential
5	Ability to lead learning activities within the classroom	Essential
6	Ability to assist the teacher in planning class activities	Essential
7	Experience of working with children who have SEND	Essential
8	Understanding of relevant policies/codes of practice and awareness of relevant legislation	Desirable
9	Professional qualifications applicable to the role (e.g. teaching assistant qualification) or can demonstrate relevant experience	Desirable



We require you to be able to do the following and will test for these skills/abilities this during the recruitment process.

Interview Process

A	Ability to lead a small team and work as a team member
B	Ability to communicate effectively with pupils and adults
C	Ability to work with children/ young people with high anxiety
D	Ability to relate to pupils from diverse social backgrounds
E	Emotional resilience in working with pupils who exhibit challenging behaviour
F	Ability to plan and deliver class activities
G	Understanding of safeguarding procedures and issues
H	Commitment to ongoing personal training and development
I	Ability to work flexibly both within and outside of the school environment
J	Willingness to undergo an enhanced DBS check and sign up to the DBS service on an annual basis

General information

You will have completed an enhanced DBS and medical health questionnaire before starting at Southgate School. When you start in your role you will receive a comprehensive induction and any mandatory training including safeguarding and core CPD.

You will have regard for the ethos, policies and practices of the school and maintain high standards in your behaviour, attendance and punctuality. These will be drawn to your attention as part of your induction, ongoing performance development and through school communications.

This job description is intended to provide an understanding and appreciation of the responsibilities associated with the role. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge and remit of the job.