**LEATHERSELLERS’ FEDERATION OF SCHOOLS**

**PRENDERGAST VALE SCHOOL**

**COVER SUPERVISOR: JOB DESCRIPTION**

**Salary**

Scale 5 (point 23 - 25)

**Working time**

35 hours per week. Term Time, including 5 Inset Days (39 weeks)

**MAIN** **PURPOSE OF THE JOB**

Working under guidance of teaching staff: implement work programmes to individuals/groups this could include those requiring detailed and specialist knowledge in particular areas; assist in whole planning cycle and management/preparation of resources; provide cover for whole classes for short periods under an agreed system of supervision.

**SUMMARY OF RESPONSIBILITIES AND DUTIES**

SUPPORT FOR PUPILS

• Assess the needs of the pupils and use specialist (curricular/learning) skills/training/experience to support pupils

• Assist with the development and implementation of IEPs

• 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 of self-reliance

• Provide feedback to pupils in relation to progress and achievement.

SUPPORT FOR TEACHER

• Work with the teacher to establish an appropriate learning environment

• Work with 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, ensuring the availability of appropriate evidence

• Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested

• 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

• Administer and assess/mark tests and invigilate exams/tests

• Provide general clerical/admin support eg. administer coursework, produce worksheets for agreed activities etc.

SUPPORT FOR THE CURRICULUM

• Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs

• Deliver literacy and numeracy programmes and make effective use of opportunities provided by other learning activities to support the development of literacy and numeracy 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 resources

SUPPORT FOR THE SCHOOL

• Be aware of and comply with policies and procedures relating to child protection, health, safety and security and data protection, reporting all concerns to an appropriate person

• Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate

• Be aware of and support diversity 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 regular meetings

• Participate in training and other learning activities as required

• Recognise own strengths and areas of expertise and use these to advise and support others

• Assist in the supervision, training and development of staff

• Undertake planned supervision of pupils out of school hours

• Supervise pupils on visits, trips and out of school activities as required

**EQUALITIES**

Ensure implementation and promotion in employment and service delivery of the Federation's equal opportunities policies and statutory responsibilities.

**COVER SUPERVISOR: PERSON SPECIFICATION**

**EXPERIENCE (Essential Requirements)**

Experience working with children of relevant age in a learning environment.

**QUALIFICATIONS/TRAINING (Essential Requirements)**

Very good numeracy/literacy skills

NVQ 3 in teaching assistance or equivalent qualification or experience

Training in the literacy/numeracy strategy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, english etc.

First aid training/training in specific medical procedures as appropriate

**KNOWLEDGE/SKILLS (Essential Requirements)**

Can use ICT effectively to support learning

Use of other equipment technology - video, photocopier

Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation

Working knowledge of national curriculum and other relevant learning programmes

Understanding of principles of child development and learning processes

Use self-evaluation skills to identify 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