

CHESTERFIELD HIGH SCHOOL

JOB DESCRIPTION FOR THE POST OF COVER SUPERVISOR

Post Title: Student Development Assistant (temporary)

Grade: BAND E ON NJC PAY SPINE

Hours: 30 hours 25 minutes per week term time only
8.20am – 3.10pm with 45 minutes for lunch

Responsible to: Headteacher; Senior Leadership Team

Job Purpose:

- To support and promote the development and learning of students with a variety of academic, physical, emotional, behavioural and social needs.
- To assist teachers in providing a learning environment that enables all students to access the curriculum and learn to the best of their ability.

Main Duties:

- To be proactive in matters relating to health, welfare and safety of students.
- To work with individuals or groups of students, as directed by the Behaviour Improvement Manager and/or SENDCO, to support learning across the whole curriculum (this will include the supervision of a classroom for periods of time).
- To establish supportive, caring and secure relationships with students, promoting respect, self-esteem and a positive, inclusive whole school ethos.
- To develop your own knowledge and understanding of specific academic, physical and emotional/behavioural/social needs of individuals and groups of students and respond to them effectively.
- To assist the SENDCO and Learning Support Department with literacy, numeracy and reading recovery work.
- To undertake Cover Supervisor duties when staff are absent or at internal/external events.
- To help, support and motivate students, clarifying instructions, encouraging independent learning and behaviour and enabling learning targets and outcomes to be achieved.
- To provide welfare support to students, including administering First Aid (dependent on training) and attending to personal hygiene and identified medical needs as required.

Supporting the School:

- To support the aims, values and policies of the school, and participate in a team approach to all aspects of school life.
- To attend and contribute to regular staff meetings and in service training. To identify areas of personal practice and experience to develop and share expertise to promote the development of colleagues.
- To take appropriate responsibility for safeguarding and students' welfare, and to be aware of confidential issues linked to home/child/teacher/school & keep confidences appropriately.

Other Duties:

The post-holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and the post-holder has appropriate qualifications or receives appropriate training to carry out these duties.

February 2022