**Job Title**: LSA/Cover supervisor.

**Pay Grade**: APT&C Scale 5.

**Responsible to:** Assistant Headteacher.

**Overview**

Learning Support Assistants are employed primarily to help children ensure that they have full access to the learning experiences of the school. This may be done in a variety of ways through careful planning, under the direction of the class teacher and line manager so that children’s learning and progress will be maximised.

**Essential Requirements**

* NVQ level 2/ equivalent qualification/ currently studying NVQ level 2.
* A high standard of written/spoken English and Maths that will support children’s learning and help to enhance outcomes.
* To maintain professional attitude at all times towards work and supporting all stakeholders including parents, visitors etc.
* To be ready and able to go on Educational Visits as required.
* To understand and maintain confidentiality.
* To have up to date first aid training.

**Duties**

* To run and monitor small groups in and out of the classroom environment to a high standard.
* Where necessary cover whole classes for up to 20 hours a week using work prepared by classroom teachers or SLT.
* Mark work according to the school policy.
* To manage groups of children on Educational Visits.
* To participate in weekly playground duty, and where necessary lunchtime duty.
* To use own initiative in the classroom and other school environments that will help to enhance children’s learning opportunities.
* To be prepared to run an extra-curricular club that support’s the school’s wider curriculum and ethos.
* To follow and adhere to the school’s behaviour policy at all times and maintain the positive ethos/values of the school as well as the vision of the Head teacher.

*This list of duties and responsibilities is neither extensive nor exhaustive and the post holder may be required to fulfil other duties at the discretion of the Headteacher.*