

ST. HELENS COUNCIL

JOB DESCRIPTION

POST:	Cover Supervisor Learning Assistant (Level 3)
POST NUMBER:	
GRADE:	SCP 18 - 21
RESPONSIBLE TO:	Teaching Staff
RESPONSIBLE FOR:	Support Staff, Pupils, Resources
PURPOSE:	To work with and supervise individuals and groups of children under the direction/instruction of teaching and/or senior staff, inclusive of specific individual learning needs, enabling access to learning for all pupils and assistance and support in classroom management and behaviour techniques and providing specialist support in a specific curricular/resource area. Supervision of whole classes during the short-term absence of teachers with agreed lesson plans in place. Provide short-term cover to enable Planning, Preparation and Assessment time to be effectively managed.

DUTIES and RESPONSIBILITIES:

1. 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 Education Plans
- 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 recognise 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 (curricular/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

2. 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/organiser when accompanying staff on school visits
- Provide clerical/administration support (e.g. photocopying, typing, filing, collecting money 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 sessions/meetings with parents under teacher's supervision
- Assist in the planning, implementation, assessing, recording and reporting in relation to behaviour management plans

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 utilising all alternative 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 organisation, 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. EXTENDED SERVICE ACTIVITIES (Breakfast / After School / Club Care)

- To be responsible for the day to day supervision of staff, trainees and volunteers as directed by the Head Teacher.
 - To organise rotas and timetables.
 - To ensure staff employed are registered with Ofsted and any other relevant organisations as required.
 - To be responsible for the induction of new staff using the standard induction procedure.
 - Establish own best practice and use to support others.
 - Assist in the planning, delivery and evaluation of training, advice, guidance and support to colleagues.
 - Attend and participate in Management Group meetings as appropriate.
 - Manage organisation and registration of children.
 - Organise appropriate activities.
 - Ensure physical environment is maintained in good quality.
 - Ensure equipment used in activities is appropriate and safe.
 - Be aware of and ensure all pupils have equal access to opportunities to learn and develop.
 - Ensure consistent support to all children, responding appropriately to individual needs.
 - To be responsible for ensuring appropriate records are maintained.
 - All duties relating to the playleader job description.
6. High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements
7. To be responsible for improving your own practice through observation, evaluation and discussion
8. To comply with the Council's Data Protection Policy / legal requirements and School policies and procedures and Code of Practice within the service area of the post.
9. 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.
10. To comply with the Council's / School's Health and Safety Policy and associated safe working procedures and guidelines.
11. To comply with the Council's / School's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
12. The Council / Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

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 of the job 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 Council will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.