



FINHAM PARK  
MULTI ACADEMY TRUST

## JOB DESCRIPTION

**Job Title:** Learning Support Assistant

**Grade:** G4

**Hours:** 33 hours per week, term time only plus 5 teacher training days

**Status:** One Year Fixed Term

### **Job Purpose:**

- To provide cover supervision in the event of the short term absence of teaching staff within Finham Park School
- To provide in-class support to other learning activities with Finham Park School
- To liaise with classroom teachers to undertake intervention work with individual students or small groups who have fallen behind as a result of lockdown or self isolation
- To invigilate examinations as required (either as whole group supervision or reader)
- To assist with lunchtime supervision as required

### **Main Duties and Responsibilities:**

#### **(a) Cover Supervision**

1. Supervise whole class to undertake work/activities that have been set by teachers in accordance with the School policy, including introducing and closing the class
2. Take the register in accordance with school procedures
3. Manage the behaviour of pupils whilst undertaking cover supervision to ensure a constructive environment
4. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
5. Respond appropriately about process and procedures relating to the learning activity
6. Deal with any immediate problems or emergencies according to the school's policies and procedures
7. Collect any completed work after the lesson, returning it to the appropriate teacher
8. Ensure that communication links with the appropriate teacher are established to ensure continuity is maintained
9. Report back, as appropriate, using the schools agreed referral procedures on the behaviour of pupils during the class, and any issues arising

When not required to cover for absent teachers, other duties will be carried out by arrangement with the Cover/Timetable Manager and the Restorative Justice Lead



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**(b) In Class Support**

To assist with various learning activities as directed by a class teacher – activities will vary according to the subject/age of students but could include working with individual students or small groups, escorting students to Library Resource Centre, assisting with the supervision of school visits

**(c) Intervention**

Work with small groups or individual students to support them to catch up with learning missed as a result of isolation or lockdown

**(d) Exam Invigilation**

Assist as part of a team in invigilating examinations, either internal or external exams. This may include group support or individual support such as reading or amanuensis.

**(e) Lunchtime Supervisor**

Assist as part of the lunchtime supervisor team as required

**General:**

The Postholder must carry out his or her duties with full regard to the school's Equal Opportunities Policy

Duties which include processing of any personal data must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)

The Postholder will be included in the school's performance management system as it is applied for all staff

The Postholder should have knowledge of and compliance with relevant school policies and procedures

The Postholder will perform any other duties and responsibilities within the range and scope of the job description and the salary grade