

## **JOB DESCRIPTION**

### **Finham Primary School**

<b>Job Title</b>	<b>Cover Supervisor (Two Positions)</b>
<b>Grade</b>	Grade 4
<b>Hours</b>	35 hours per week, term time only plus one week 21 hours per week, term time only plus one week
<b>Status</b>	Permanent

### **Job Purpose**

In the Cover Supervisor role, it is to provide cover supervision in the event of the short-term absence of teaching staff within Finham Primary School.

In the Teaching Assistant role, it is to support the classroom teacher with their responsibility for the development and education process by providing care and supervision of students, including those who have special physical, emotional and educational needs, and those whose home language is not English.

### **Duties and Responsibilities**

- Supervise and support the teaching activities of individuals or groups of students to ensure their safety and facilitate in their development
- Supervise a whole class to undertake work/activities that have been set by teachers, or given time to plan activities in accordance with School policy.
- Monitor individual students' progress, achievements, problems, condition and development needs reporting to the responsible teacher as appropriate and establish constructive relationships with students providing feedback to them in relation to progress and achievement as directed
- Assist the teacher in the development and implementation of Individual Education/Behaviour Plans and Personal Care Programmes for individuals and groups of students
- Assist the teacher with the planning of learning activities in the classroom, preparing or modifying work for individuals or group of students as directed
- Prepare and maintain equipment and teaching resources for lessons and activities including the control of stock within the classroom
- Undertake supervision and discipline of students within the procedures of the school, providing detailed and regular feedback as appropriate
- Promote student independence in learning, social and mobility skills, reinforcing the student's self-esteem through praise and encouragement, setting challenging and demanding expectations and promote self-esteem and independence



- Assist with the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists and in liaising with other professional staff and reporting information from/to parents/carers, contributing to meetings to discuss a specific student's progress as appropriate
- Support the use of ICT in learning activities and develop students' competence and independence in its use
- Provide support to the classroom teacher by assisting with the administration of baseline tests, supporting volunteer helpers in the classroom, undertaking photocopying, filing, recording and collecting monies as directed
- Assist at an appropriate level, and within the school's protocols, with the provision of general care and welfare of students which may include assistance with personal hygiene, assisting with injuries and the general monitoring of student's general health and welfare.
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Assist with the supervision of students outside of lesson times, including before and after school and participating in lunchtime supervision.
- Assist with group activities within and away from the classroom/school, such as PE, educational visits, relevant internal and external meetings
- Any other duties and responsibilities within the range of the salary grade

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All duties and responsibilities must be carried out with due regard to the School's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due 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)

