JOB DESCRIPTION

POST TITLE: **Support Assistant, Level 4 (Cover Supervisor)**

LOCATION/BASED: **Jesmond Park Academy**

GRADE: **N5**

RESPONSIBLE TO: **Senior Cover Supervisor**

CORE PURPOSE: To supervise whole classes and oversee and supervise group work activities of pupils undertaken by support assistants under the general guidance of teaching/senior staff, in line with the school's policies and procedures. To undertake other general classroom support duties, as required.

MAIN DUTIES & KEY RESPONSIBILITIES

(a) General

1 Supporting the teacher in the general management of the classroom.

2 To undertake activities, as directed by the teacher, with whole classes, individuals or groups of pupils. Manage pupil behaviour and deal promptly with conflict, behavioural matters and incidents within the school environment in line with established school policy and procedures.

3 To provide clerical and administrative support, e.g. general admin and clerical duties, data input, administering coursework and preparing work sheets, completing behavioural management records etc.

4 To supervise groups of pupils alone and participating in general activities including giving sensitive support and assistance, as required.

5 To liaise sensitively and effectively with parents/carers as agreed with the teacher.

6 To use ICT effectively to support learning activities and develop pupils' competence and independence in its use.

(b) Cover Supervision

7 Under the agreed system of supervision, to supervise whole classes of pupils undertaking work which has been set in accordance with the school policy / practice. Offer support to pupils where they get into difficulty completing the set work

8 To manage pupil behaviour and deal promptly with conflict, behavioural matters and incidents in line with established school policy and procedures. To deal with any immediate problems or emergencies, in the absence of the teacher, according to the school's policies and procedures.

9 To return the work completed to the appropriate teacher and feedback on any behaviour or other issues, using the school's agreed referral procedures.

10 To monitor and evaluate pupils' responses to learning activities through observation and recording of achievement and provide feedback/reports as required.

(c) Group Work

11 To oversee and supervise group work activites and other agreed learning /programmes for pupils undertaken by other support assistants, in conjunction with class teacher(s) / school management.

12 To assist class teachers in the planning of group work activities and other agreed learning /programmes.

13 To assist in the assessment and provide feedback to class teachers / school management on individual and combined group work activites and other agreed learning /programmes for pupils.

14 To lead and deliver individual group work and other agreed learning /programmes for pupils including those which involve less routine / more complex activities, within general guidance laid down by class teachers / school management.

(d) Classroom Organisation

13 To be responsible for the organisation, classroom maintenance, setting out, clearing away and care of resources to create a purposeful and attractive learning environment.

14 To demonstrate creativity in assisting with the practical resourcing of the classroom.

(e) Pupil Support

15 Working with pupils directly on curriculum related tasks under the direction of the teacher.

16 Contributing to the delivery of all aspects of the curriculum for pupils, including assessment, recording and reporting procedures and the maintenance of Individual Education Plans (IEPs), including the preparation of reports and reviews under the guidance of a designated teacher.

17 Giving relevant feedback to the teacher regarding the social, emotional and physical needs of pupils thus offering the teacher support in their assessment.

18 Contributing to monitoring and evaluating the learning environment provided for the pupils in his/her care and using this evaluation to help make necessary changes and developments within the classroom.

19 Working with teachers and other staff in planning the teacher programme and associated activities.

20 To support pupils by responding to their individual needs and promote the inclusion and acceptance of all pupils in the classroom.

22 Taking an active role in liaising with external agencies and preparing reports for and contributing to reviews.

23 To provide feedback to pupils in relation to progress and achievement.

(f) School Support

24 To follow the school policy documents and schemes of work and keep updated with school and National Curriculum documentation.

25 To support teachers in selecting and preparing teaching resources that meet pupils' needs and interests.

26 Under teacher overall control, accept shared responsibility for the creation of a safe environment for pupils within and outside the classroom and comply with the appropriate policies and procedures, reporting all concerns to an appropriate person.

27 Under the supervision of the Head Teacher or other designated teachers, to invigilate internal and external examinations.

28 To administer, assess and mark tests.

29 To attend and participate in regular meetings and participate in training and other learning activities, as required.

(g) Welfare and other duties

30 To undertake planned supervision of pupils' out of school hours learning activities and supervise pupils on visits and trips.

31 To supervise other Support Assistants as required and assist in the training and development of staff as appropriate.

(h) Child Protection

The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.

GENERAL RESPONSIBILITIES

1. To promote and safeguard the welfare of children and young people you come into contact with.
2. Demonstrate the vision and values of the Trust in everyday work and practice.
3. Maintain a positive view of change and be prepared to adapt the role as the Trust grows, matures and evolves.
4. To develop and maintain effective relationships with staff, pupils, parents, Trustees, local Governors, local businesses, and stakeholders.
5. Attend out of hours events as reasonably required.
6. Take responsibility for your own continuing professional development.
7. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
8. Carry out duties in line with the Trust's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

OTHER

The above duties are not exhaustive and you may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to you by the Trust.

It's important that this document is kept up to date, so that everyone knows exactly what is expected of them and misunderstandings are avoided. This job description will be kept under review and may be amended via consultation with the individual and Trust as required.

PERSON SPECIFICATION

POST TITLE:

SKILLS, KNOWLEDGE AND APTITUDES	ESSENTIAL	DESIRABLE
Working knowledge of national or foundation stage curriculum and other relevant learning programmes/strategies.		✓
Working knowledge of school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning and other integrated working processes		✓
Understanding of classroom roles and responsibilities.		✓
Excellent ICT skills and the proven ability to use them effectively to support learning.		✓
Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: ▪ motivation to work with children and young people ▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people ▪ emotional resilience in working with challenging behaviours ▪ attitude to use of authority and maintaining discipline. able to work in partnership with other agencies		✓
QUALIFICATIONS AND TRAINING	**ESSENTIAL**	**DESIRABLE**
Working towards Level 2 Basic Skills (Literacy and Numeracy) or equivalent competency	✓	
NVQ 2 or 3 for Teaching Assistants or equivalent qualification or experience.	✓	
Training in relevant learning strategies and specialist knowledge in a particular curriculum area	✓	
Appropriate first aid training.		✓
EXPERIENCE	**ESSENTIAL**	**DESIRABLE**
Experience of advancing progress of pupils of relevant age within a learning environment.	✓	
Experience of managing pupil behaviour and supervising pupils under an agreed system of supervision and processes for integrated working.	✓	
Experience of administering, assessing and marking tests.	✓	
Experience of integrated working		✓
Supervision of classroom support staff.		✓
PERSONAL QUALITIES	**ESSENTIAL**	**DESIRABLE**
Able to relate well to children and adults and in particular able to establish positive relationships with pupils.		✓

Able to respond positively and effectively to unexpected problems and situations.		✓
Able to work with minimal supervision.		✓
Able to work constructively as part of a team and with a flexible approach to work.		✓
A commitment to child protection and safeguarding.	✓	
SPECIAL REQUIREMENTS	**ESSENTIAL**	**DESIRABLE**
Willing and able to travel to academies across the Trust and to flex working hours to attend and support meetings and events that are appropriate to the role.	✓	
Willingness to undertake further training (if necessary)	✓	
Satisfactory Enhanced DBS clearance with a Childrens Barred List check.	✓	
Medical clearance.	✓	
Minimum of 2 references which are satisfactory to the Trust.	✓	
Evidence of qualification certificates.	✓	
Evidence of Right to work in the UK.	✓	
Full UK driving licence and access to a car during working hours.		✓

The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The Trust is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.