



Bishop's Hatfield Girls' School

Job Description – LSA/Cover Supervisor

Job Title: Learning Support Assistant/Cover Supervisor **Date reviewed:** 2021

Salary grade: H4

Hours: 32.5 /37 hours per week or pro-rata part-time. Term-time + INSET days

Responsible to: Teaching and Learning Leader for Learning Support (SENDCO)

Purpose of the job:

The role is split between LSA and CS –

- To support and assist the staff and school with the educational, physical and social needs of pupils
- To teach small groups of lower ability or EAL pupils as required, either for general support or subject specific (HLTAs)
- To provide in-class support for vulnerable pupils as required
- To supervise classes during the temporary absence of the assigned teacher
- To provide encouragement and promote confidence in pupils On days when less cover is required, more time will be spent in the LSA role

Principal responsibilities:

LSA -

- Teacher and pupil support - to work with classroom teachers during lessons to support individuals or groups of children in reading, writing, practical work, understanding and completing work
- To liaise with teaching staff and discuss strategies to deal with individual pupil needs
- To report areas of concern to the Teaching and Learning Leader for Learning Support
- Welfare - to support individual children with organisation of books, equipment, homework, etc
- Administration - to keep records of support provided. To attend SEND team meetings. To give assistance in stock and equipment matters, maintaining, tidying, photocopying, filing and general auxiliary duties as required within the Learning Support Faculty.

CS –

- Supervise work that has been set by a teacher.
- Manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive learning environment.
- Respond to any questions from pupils about the process and procedures.
- Deal with any immediate problems or emergencies according to the school's policies and procedures

- Collect completed work after the lesson and pass it to the appropriate teacher. Report, as appropriate, using the school's agreed referral procedures, on the behaviour of pupils during the class and on any problems arising.

LSA/CS –

Support students

- Supervise pupils engaged in learning activities
- Act as a role model and set high expectations of conduct and behaviour
- Promote the inclusion and acceptance of all pupils within the classroom
- Keep pupils on task and respond to general queries.

Support teachers

- Provide objective and accurate feedback to the teacher of the outcome of the lesson
- Keep appropriate records as agreed with the teacher
- Promote positive values, attitudes and good behaviour, dealing promptly with conflict and incidents in line with establishment policy and encourage pupils to take responsibility for their own behaviour.

Support for the curriculum

- Differentiate learning materials according to the needs of pupils being supported
- Support the use of ICT where appropriate
- Make appropriate use of equipment and resources.

Support for the school

- Participate in training and other learning activities as required
- Attend relevant school meetings as required
- To respect confidentiality at all times
- Complete lunchtime duties as specified by SLT, eg supervise homework referral, lunchtime homework club
- Participate in the school's arrangements for the professional development of staff, including identification of needs and training to meet those needs
- Contribute to the professional development of any staff for whom some line management responsibility is held, according to school policy.

Equalities

Be aware of and support difference and ensure that all pupils have equality of access to opportunities to learn and develop.

Health and Safety

Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection; and report all concerns to the appropriate person.

Disclosure and Barring Service

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of the school's pre-employment checks.

Additional Information

The jobholder is required to contribute to and support the overall aims and the ethos of the school.

All staff are responsible for the safeguarding of pupils and for compliance with the school's code of conduct.

All staff are required to participate in training and other learning activities and in performance appraisal, as required by the school's policies and practices. The additional working week for INSET and key school events/activities will be determined by the school calendar or as directed by the line manager.

This job description is current at the date shown and may change if any further re-structuring takes place. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to parents/carers, visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The above list of duties may change from time to time and the job holder is expected to undertake any other duties as reasonably requested by the Business Leader.

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Person Specification

LSA / COVER SUPERVISOR

Knowledge and Experience

Successful recent working experience with children of relevant age	Essential
Knowledge of the school curriculum	Desirable
Wide general knowledge	Essential
Educated to A level or equivalent (minimum) with GCSE in English and Maths	Essential
Understanding of relevant policies/codes of practice/ legislation	Essential
Teaching English to beginners (TEFL)	Desirable
Experience of working with children with medical conditions	Desirable

Skills and abilities

High levels of literacy and numeracy	Essential
Confidence to supervise up to 30 pupils at a time	Essential
Self-motivated and able to work independently, managing time effectively	Essential
High level of organisational skills	Essential
Working knowledge of ICT to support learning	Essential
Possess excellent communication skills (verbal and in writing) and have the ability to work with both staff and pupils	Essential
Ability to apply behaviour management policies and strategies, which contribute to a purposeful learning environment	Essential
Basic knowledge of First Aid	Desirable
Work effectively as part of a team and contribute to group thinking, planning et	Essential
Build rapport with adults and children	Essential
Work calmly under pressure and be flexible	Essential
Follow instructions accurately	Essential
Use own initiative and work independently	Highly desirable
Motivate, inspire and have high expectations of pupils	Essential
Approach problem solving creatively, adapting quickly and effectively to changing circumstances/ situations	Highly desirable
Critically evaluate own performance and learn from this	Essential

