



# Job Description

## Learning Support Cover Instructor

<b>Reporting to:</b>	Inclusion Lead
<b>Salary:</b>	LBR 5 (Pro Rota)
<b>Hours:</b>	32.5 hours per week (term-time only)
<b>Disclosure level:</b>	Enhanced

### Role Purpose: Overview of the Job

To work under the instruction / guidance of teaching / senior staff to undertake work / care / support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

### Support for Pupils

- Supervise and provide particular support of pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/ Behaviour Plans and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities lead by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher
- During 30 minutes at lunchtime, on days when covering classes, (even one class), engage in marking and preparation of pupil work. This may include liaison with teachers
- During 30 minutes at lunchtime, on days when not covering classes, engage in group work and admin tasks to support pupils and help them to close learning gaps. This may take the form of small group support as directed by class teacher

### Support for Teachers

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed

- Provide detailed and regular feedback to teachers on pupils achievement, progress, problems etc
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- To cover class teachers sickness/ planned absences cover across the school
- To mark books of lessons covered
- Establish constructive relationships with parents/carers
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical/admin support e.g. photocopying, typing, filing, money, administer coursework etc.

### **Support for the Curriculum**

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

### **Support for the school**

- 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
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime (within working normal hours)
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- Provide personal care if/ when needed in line with the school's personal care policy, including dealing with spillages and bodily fluids
- To undertake any reasonable duties as deemed necessary, as directed by SLT

**Name:**

**Signature:**

**Date:**



# Person Specification: Learning Support Cover Instructor

## Qualification criteria

- Right to work in UK
- Working with or caring for children of relevant age

## Experience

- Good numeracy/literacy skills
- NVQ 3 for Teaching Assistants or equivalent qualifications or experience
- Training in the relevant learning strategies e.g. literacy
- First aid training as appropriate

## Specific skills

- Effective use of ICT to support learning
- Use of other equipment technology – video, photocopier
- Understanding of relevant policies/codes of practice and awareness of relevant legislation
- Ability to cover a class in short term absence of class teacher / mark books
- General understanding of national/foundation stage curriculum and other basic learning programmes/strategies
- Basic understanding of child development and learning
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these

## Personal characteristics.

- Ability to communicate effectively with pupils, staff members and parents
- Ability to follow instructions accurately but also to show initiative and make good judgments when required
- Highly skilled and adaptable 'people skills'
- Flexible attitude to work and willingness to support colleagues
- A helpful and positive nature, and a calm and caring disposition
- Hardworking, conscientious and flexible
- The ability to work well under pressure
- Adaptability and the skills to work in harmony with a range of individuals
- Understanding of the importance of confidentiality and discretion
- Commitment to the safeguarding

## Other

- This post is subject to an enhanced Disclosure and Barring Service Check
- The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity.