

The Shevington Federation



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JOB PROFILE

Level 4 Cover Supervisor (G5)

JOB DESCRIPTION

The expectation is that the successful candidate with wish to uphold and develop the ethos and values of The Shevington Federation at all times.

PURPOSE

- To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or for whole classes and monitoring pupils and assessing recording and reporting on pupils' achievement, progress and development.
- To be responsible for agreed learning activities including the management and development of a specialist area within the school.
- To work both in and outside school and on occasions beyond the school working day – for instance to support staff during evening parents' meetings.
- To participate with other support staff in playground duty
- To cover staff PPA time.
- To take identified groups of Pupil Premium children throughout the week .

SUPPORT FOR PUPILS

- Use specialist (curricular/learning) skills, training, experience to support pupils
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement

SUPPORT FOR THE TEACHERS

- Organise and manage appropriate learning environments and resources
- Within an agreed system of supervision, plan, evaluate and adjust lessons/work plans as appropriate
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Provide objective and accurate feedback and reports, as required, on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Work within the school's policy to anticipate and manage behaviour positively, promoting self management and independence
- Support the role of parents in pupils' learning and contribute to meetings with parents to provide constructive feedback on pupil progress/achievement when appropriate
- Administer and assess/mark tests

SUPPORT FOR THE CURRICULUM

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs
- Deliver local and national learning strategies, for example, literacy, numeracy and early years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use
- Select and prepare resources as directed to lead learning activities, taking account of pupils' interests and language and cultural backgrounds

SUPPORT FOR THE SCHOOL MANAGEMENT

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting 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 and aims of the school
 - Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher to support achievement and progress of pupils
 - Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
 - Participate in training and other learning activities and performance development as may be reasonably directed
 - Follow GDPR guidelines and practices within school
 - Ensure confidentiality and safeguarding procedures are adhered to.
 - To be prepared to work across the Federation of schools as necessary.
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- Undertake recruitment/induction/appraisal/training/mentoring of other teaching assistants as necessary.

PERSON SPECIFICATION

Selection Criteria	Essential	Desirable
Qualifications		
Good general standard of education	✓	
GCSE passes in English and Maths- C or above.	✓	
Good standard of ICT to support learning	✓	
Level 3 TA qualification or above in Teaching and Learning.	✓	
Other relevant experience		✓
Training		
Evidence of continuing professional development in areas covered by job description		✓
Safeguarding children / child protection (will be provided if necessary)	✓	
Paediatric first aid training		✓
Experience		
Working with children in a learning environment	✓	
Knowledge and skills		
Experience of delivering interventions for children receiving PPG		✓
Working knowledge safeguarding children	✓	
Good understanding of child development and learning processes	✓	
Ability to organise, lead and motivate a welfare team	✓	
Willingness to constantly improve own practice/knowledge through self-evaluation and learning from others	✓	
Ability to identify own training and development needs and co-operate with means to address these	✓	
Ability to relate well to children and adults	✓	
Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	✓	
Know a range of strategies to promote good behaviour and establish a purposeful learning environment	✓	
Personal and Professional Qualities		
High levels of motivation and commitment	✓	
High level of interpersonal skills	✓	
Ability to establish successful relationships at all levels	✓	
Ability to communicate effectively with colleagues, pupils and parents/carers	✓	
Commitment		
To raise standards and attainment	✓	
To equal opportunities and inclusion	✓	
To participate in school leadership	✓	
Willing to work at both Federation Schools	✓	