



TITLE OF JOB: LEARNING ASSOCIATE (COVER SUPERVISOR)
GRADE: H5 - (£20,903 pro rata)
32.5 hours per week, term-time + 1 week

JOB PURPOSE

To supervise classes during the short-term absence of the assigned teacher and to provide support for learning in specified curriculum areas.

DUTIES

- Supervise work that has been set by a teacher.
- Manage the behaviour of students whilst they are undertaking this work to ensure a constructive environment.
- Respond to any questions from students about 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 to the appropriate teacher.
- Report, as appropriate using the school's agreed referral procedures, on the behaviour of students during the class and on any problems arising.
- Provide support for learning within specific curriculum areas as directed.

EQUALITIES

- Be aware of and support difference and ensure that students 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 an appropriate person.

ADDITIONAL INFORMATION

- The jobholder is required to contribute to and support the overall aims and ethos of the school.
- All staff are required to participate in training and other learning activities and in performance management and development, as required by the school's policies and practices.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

SUPERVISION

- The jobholder is managed by a member of the school's senior management team. The frequency of meetings is determined by the school's performance management policies and practice.

JOB CONTEXT

- The job is to provide cover for whole classes during the short-term absence of a teacher. The teacher may be absent on sick leave or to participate in professional development or to attend a meeting or to allow time for planning, preparation or assessment. The Headteacher's professional judgement will determine the deployment of a cover supervisor. The post also has a key role in supporting the delivery of education to students through support for classes, groups and individual students in specified curriculum areas.

CONTACTS

- The jobholder works directly with teachers and students and has routine and regular contact with parents and carers and with external agencies (such as the Education Welfare Service).

KNOWLEDGE, EXPERIENCE AND TRAINING

- Experience of working with children of the relevant age.
- Numeracy and literacy skills.
- Understanding of the curricular requirements of the school, these to include statutory requirements particularly within the maths curriculum area.
- Competence in the use of ICT to support teaching and learning.
- Ability to work with a minimum of supervision and within a team.
- Ability to manage students in a classroom setting.

