

# JOB DESCRIPTION: CLASSROOM COVER/LEARNING SUPPORT ASSISTANT

<b>SALARY</b>	Kent Range 4
<b>WORKING TIME</b>	37 hours per week, 39 weeks per year (which is term time plus 5 days)

## **Cover and Learning Support**

- Cover classes and or activities in the absence of the teacher
- Responsible for promoting and safeguarding the welfare of young people
- Establish constructive relationships with students and interact with them according to individual needs.
- Work with individuals or groups of students within or outside the classroom, making particular individual curriculum provision where required
- Promote the inclusion and acceptance of all students
- Encourage students to act independently to promote self-esteem and independence
- Deliver appropriate learning opportunities to meet specific learning needs
- Use special equipment and maintain where appropriate, facilities and techniques (social communication, audio- visual, and IT based) to support learning
- Assist in the administration and implementation of target-setting, mentoring and monitoring of progress
- Develop a bank of strategies to deal with challenging behaviour
- Liaise constructively with colleagues, parents/carers and outside agencies
- Maintain confidentiality and observe Data Protection and other guidelines

## **Administrative**

- Administer routine tests and invigilate exams
- When not engaged in classroom cover report to the Office and to undertake general administrative tasks as directed
- Ensure cover of the Reception including answering telephones, sorting post assisting with the reasonable needs of teachers, support staff, students and parents/carers
- Cover the office during outside of term time for 5 days, from 9.00am to 4.00pm, as directed by the Head's PA
- To invigilate external examinations, if required

## **General**

- Uphold and model exemplary Safeguarding and Health and Safety related behaviours
- Carry out other duties as reasonably assigned to you by SLT
- Be aware of, and comply with, policies and procedures relating to Child Protection, Health and Safety, Confidentiality and Data Protection, reporting all concerns to an appropriate person
- Be aware of, and support, difference and ensure all students have equal access to opportunities to learn and learn and develop
- Contribute to the overall ethos, work and aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as directed
- Participate in training and other learning activities and performance development as required including carrying out individual research into particular areas of need to support role
- Accompany teaching staff and students on visits, trips and out of school activities as directed

- To supervise the Library and after-school Homework Club as required
- Uphold the School's values and implement policies and procedures
- Duties may be varied to meet the changing demands of the School. This job description does not form part of the contract of employment. It describes the way in which the post holder is expected and required to perform and complete the particular duties set out above.