**‘Growing Together and Branching Out’**



**Lympne Church of England Primary School Job Description: KR 5**

Name:

 HLTA/Cover/MDM Supervisor

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| **JOB PURPOSE** |
| To lead whole school enrichment/nurture intervention to ensure heightened levels of wellbeing and engagement, gathering entry and exit data and completing paperwork.To support learning within the classroom setting to ensure pupils are engaged, focussed and making good progress.To work with teachers to organise and support teaching and learning activities for classes during cover sessions.To assist in the supervision of children at lunchtime and playtime, including meeting First Aid needs. |

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| **Designation of post within management structure** |
| Responsible to the class teacher and line managed by the SENCO |

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| **Main Duties and Responsibilities** |
| **Nurture*** To co-ordinate, plan, prepare and deliver specified learning activities (nurture) to individuals, small groups and/or classes modifying and adapting activities as necessary under the direction and supervision of the SENCO.
* Develop, monitor and evaluate nurture programmes to ensure that all pupils following the intervention have the opportunity to make good progress.
* To provide outdoor learning opportunities/Forest School experiences to pupils across the school.
* To collate, interpret and monitor entrance and exit data for nurture interventions.
* To support groups of pupils to access the curriculum, particularly, but not exclusively, nurture group pupils, including working closely with individual pupils and groups of pupils in and out of the classroom.
* To provide teachers with support and strategies for supporting ‘vulnerable learners’ in class.
* To encourage pupil interaction and engagement with activities.
* To build and maintain successful relationships with pupils, treat them consistently with respect and consideration and be concerned for their development as learners.
* Liaise with staff and other relevant professionals and provide information about pupils as appropriate.

**Class-based TA work*** To liaise effectively with the classteacher by utilising planning, advice and guidance to deliver the overall aims and objectives of the lessons they are part of.
* When working with a class/group/ individuals, to mark any pupils’ work in line with the school marking policy.
* To support the classteacher in managing behaviour through applying consistent behaviour approaches in line with school policy and individual behaviour plans.
* Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision.
* To plan and deliver phonics as part of our KS1 phonics provision.

 **Cover*** To provide short-term cover as directed.
* Assess, record and report on development, progress and attainment.
* Ensure all relevant work is marked in accordance to school policy.
* To demonstrate and promote the positive values, attitudes and behaviour you expect from the pupils you work with.
* To promote inclusion, act as a role model, show awareness of individual needs and respond to them.
* To have high expectations of all pupils, respect their cultural, social, linguistic, religious and ethnic backgrounds and be committed to raising their educational achievement.

**Administrative duties*** When appropriate to help prepare and maintain classroom materials / resources / displays and assist pupils in their use.
* As required, to undertake pupil record keeping and gather and report information.
* To comply with policies and procedures relating to child protection, health and safety, welfare, security, confidentiality, equal opportunities and data protection, reporting any concerns to the appropriate person.
* To follow school medical care plan policy, administering medication to children on an adhoc basis as required.
* To take on a role of duty staff during playtimes, either indoor or outdoor, meeting any First Aid needs that may arise in this time.
* To contribute to the overall aims and targets of the school; support the roles of other members of staff and attend relevant meetings as required.
* To be aware of and take part in, the school’s annual appraisal cycle and participate in training and development activities as required.
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**MDM Supervisor Role**

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| **Task/Duties** |
| * Supervise the pupils during the lunch hour period to minimise any disruption, ensure their wellbeing and maintain their safety.

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| * Ensure pupils enter the dining room in a safe and orderly fashion and behave appropriately when queuing for their meal in order to maintain safety and wellbeing of all pupils.
* Assist pupils, as necessary, during the meal break to ensure their wellbeing. (This may include providing them with a drink, helping with spillages, cutting up food and caring for pupils’ personal needs).
* Ensure plates, etc., are cleared from tables in an appropriate manner.
* To maintain a clean and tidy environment and to free up space for any further sittings where applicable.
* Ensure once meals are finished that the dining area is wiped down, etc., and is left in a clean and tidy manner to maintain a clean and tidy environment.
* Assist in collecting pupils from collection point and escort to hall/classroom or patrol and supervise school areas used by the pupils at mealtimes, to ensure safety and appropriate behaviour is observed, as applicable.
* Supervise, initiate and introduce a range of interactive games at lunchtime for pupils.
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| **Orange Room*** Operate, where applicable, a first aid service, during the mealtime to deal with any accidents that occur safely and quickly.
* Provide emotional support for pupils during lunch hour.
* Provide a range of stimulating activities for the most vulnerable children.
* Supervise and facilitate an effective handover for pupils at lunchtime.
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Signed…………………………………………………

Dated………………………………………………….

Headteacher:……………………………………………