



Woolenwick Junior School

Behaviour for Learning Classroom Teaching Assistant/Cover Supervisor Job Description

Hours: Full Time, including INSET Days.
 Responsible to: Head Teacher, Deputy/ SEND Leader / Behaviour for Learning Leader

PURPOSE OF THE JOB

To predominantly provide learning support to pupils across Year 3-6. This will involve working in partnership with teachers and other adults in order to aid delivery of learning and lead small groups.

To supervise/deliver whole class lessons during agreed leadership time or staff absence. Where possible, and if appropriate, draw on any skills/expertise in order to enhance pupil opportunities. For example, the arts: drama, dance, music or PE.

SUPPORT FOR PUPILS

- Provide learning, emotional and social support to pupils
- Attend to pupils' personal, educational and welfare needs where and when appropriate
- Participate in assessment of pupils to determine those in need of particular help
- Assist the teacher with the development and implementation of Individual learning /Behaviour for Learning Support
- Establish productive working relationships with pupils, acting as a role model
- Provide information and advice to enable pupils to make choices about their own learning/ behaviour/ attendance
- Challenge and motivate pupils, promote and reinforce self-esteem
- Provide feedback to pupils in relation to progress, achievement, behaviour etc.

WORKING WITH THE TEACHERS

- Support pupils' access to learning using appropriate strategies, resources etc.
- Work with other staff in planning, evaluating and adjusting learning activities as appropriate
- Under the direction of teachers provide interventions to address barriers to learning for specific individuals
- Monitor and evaluate pupils' responses and progress against action plans through observation and planned recording
- Provide objective and accurate feedback and reports as required, to other staff on pupils' achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems/records as requested
- Assist in the development and implementation of appropriate behaviour management strategies
- Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links
- Assist in the development, implementation and monitoring of systems relating to attendance and integration

SUPPORT FOR THE CURRICULUM

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Be aware of and appreciate a range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning
- Determine the need for, prepare and use equipment, plans and resources to support pupils
- Within agreed hours, run before/lunchtime/after school provision to support pupils in overcoming barriers, if possible

ADDITIONAL INFORMATION

- Supervise/deliver lessons that have been provided to cover teachers for PPA, leadership and short term absence
 - Assess and feedback on learning
 - Lead/develop a specialist area and share expertise and skills with others, if appropriate
 - 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
 - Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils if necessary
 - Attend and participate in regular meetings
 - Participate in training and other learning activities as required
 - Recognise own strengths and areas of expertise and use these to advise and support others
 - Implement planned supervision of pupils out of school hours
 - Supervise pupils on visits, trips and out of school activities as required
- From time to time there may be adjustments of the above in accordance with the needs of the school and also as the role develops in line with the new curriculum.

Arrangements for appraisal of performance:

There is an annual Appraisal cycle carried out by line managers which seeks to acknowledge success, resolve issues and identify training/development needs.