



Watford Grammar School for Girls

Job Description

Non-Teaching Role:

Post Title: Cover Supervisor / Learning Support Assistant

Responsible to: Hours: 35 hours / term time plus 5 additional days to include training days

Context of the post

In all matters, the foremost will be the supporting of the aims of the School and the policies laid down by the Governing Body. The spirit of all the school policies is summed up by our mission statement:

“To foster the academic excellence and personal development of each pupil in a caring, stimulating and challenging environment so that each pupil is able to achieve her full potential.

To promote high quality teaching and learning and to hold high expectations of each pupil both in terms of achievement and good behaviour

To manage the school in ways which involve the whole staff in preserving and carrying forward the special character of Watford Grammar School for Girls, which is based on care and respect for every member of the school community.”

It is the responsibility of every member of staff to ensure at all times the safety of the children in their care. All adults working in the school should know about the school’s child protection procedures and the identity of the Designated Senior person for child protection.

Job Purpose

To be responsible for the supervision of learning in a classroom in the absence of the teacher and provide one to one, small group or in class support for pupils with SEND.

Main Duties and Responsibilities

MAIN AREAS OF RESPONSIBILITY: Learning Support.

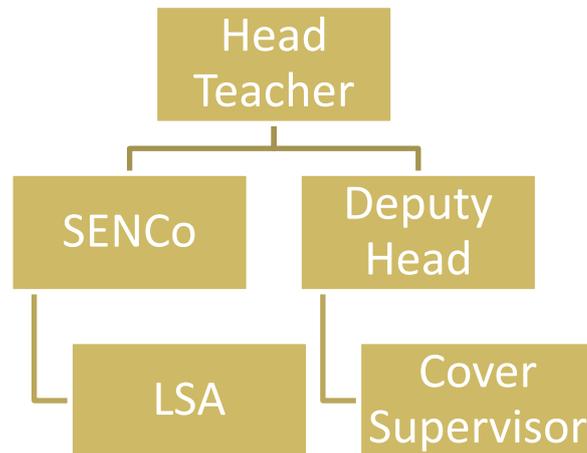
- establish a supportive relationship with the students concerned;
- provide 1-1 support in some lessons so that the students can access the curriculum.
- provide support to ensure they can take part safely in all activities;
- provide support and strategies for study skills;
- offer specific support in certain subjects.

MAIN AREAS OF RESPONSIBILITY: Cover Supervisor.

- to provide classroom supervision to whole classes in absence of a teacher
- to complete all necessary administration including taking a register and giving the subject teacher feedback on the lesson.

- to create an orderly and purposeful environment in which pupils can complete work set by the classroom teacher
- to make use of school behaviour policy
- to invigilate internal and external exams when required
- to accompany visits and field trips as required

Organisation Chart



NOTES

Annual performance review with target setting for the appropriate year.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder.

All staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct:

- Staff uphold public trust in the teaching profession and Watford Grammar School for Girls and maintain high standards of ethics and behaviour, within and outside school, by:
 - Treating pupils and colleagues with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to their professional position.
 - Having regard for the need to safeguard pupils' wellbeing, in accordance with statutory provisions as appropriate.
 - Showing tolerance of and respect for the rights of others
 - Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
 - Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
 - All staff must have proper and professional regard for the ethos, policies and practices of Watford Grammar School for Girls and maintain high standards in their own attendance and punctuality.