

Job Description and Person Specification

DATE	SIGNATURE

Role

Cover Supervisor with Library Duties
Beckfoot Trust
Salary/Grade: Grade 7
Reporting to: Cover and Admin Supervisor



JOB DESCRIPTION

Corporate Responsibilities

- Progress pupil learning in a range of settings including working with individuals or groups of pupils or whole classes during short term absence, supporting students achieve top 10% outcomes in a remarkable learning environment
- Adhere to the principles of alignment in the One Trust Contract
- Ensure probity, propriety and adherence to the Nolan Principles both in your personal conduct and throughout the Trust.
- Contribute to a culture of relentless improvement, where feedback is a gift
- Lead and uphold an individual and organisational commitment to safeguarding and promoting the well-being of children; being hyper-vigilant in all interactions with pupils and adults and reporting any concerns or suspicions, no matter how small, to the Designated Safeguarding Lead (Pupils) / Headteacher (Staff)
- Comply with all policies, procedures, working practices and regulations, in particular, Child Protection, Equality and Diversity, Health and Safety, Confidentiality, Data Protection, Financial Regulations in line with our Scheme of Delegation
- Be accountable to and carry out any reasonable request from the Headteacher / Line Manager

This role involves engaging with pupils in regulated activity relevant to children

Key Duties and Responsibilities

- Deliver a range of planned lessons or structured learning activity, ensuring all pupils are engaged and supported where necessary to facilitate remarkable progress
- Support with a range of library administration tasks including logging books and returns
- Supervision of students in the library area during specified times
- Monitor and assess pupils, recording and reporting on progress and development
- Provide instruction and guidance on work set, ensuring physical, social, emotional, and intellectual development
- Direct and support the work of colleagues to support learning
- Provide support for pastoral needs and extra-curricular activities in the school
- Administer tests, invigilate exams, and undertake marking of pupils' work.
- Provide accurate and constructive feedback to the teacher and pupils, contributing to lesson planning and supporting pupil progress
- Set challenging expectations whilst promoting self-esteem and encouraging pupils to act independently as appropriate, recognising achievement
- Organise and safely manage the learning environment and resources
- Develop and use learning resources to meet relevant learning objectives
- Promote positive values, attitudes and behaviour, maintaining a purposeful and supportive learning environment
- Use effective behaviour management strategies, encouraging pupils to interact and work cooperatively reporting where appropriate in line with school policy
- Promote and reinforce the inclusion, acceptance, and integration of all pupils
- Assist and contribute to the planning cycle and development of assessments in relation to pupil needs
- Support meetings and communicate with families and other professionals, establishing supportive relationships to facilitate progress in pupils learning
- Participate in and organise extracurricular /enrichment activities, such as outings, social activities, and sporting events to enhance learning and engagement
- Assist with the supervision and welfare of pupils, contributing to effective behaviour management in school
- Provide administrative and organisational support for the teacher / department
- Maintain accurate records using relevant systems in line with policy and records management procedures
- Attend meetings and undertake duties as required in line with school calendar, sharing expertise and supporting others
- Contribute to the development of systems and procedures in the department, support the life of the school and work within the overall aims and objectives of the school

Professional Development

- Be committed to own professional development, demonstrating the desire to be better tomorrow than you are today
- Establish and participate in training opportunities, meetings, and networks to support and maintain excellent service delivery and knowledge in role
- Seek feedback and act on it to improve performance within and beyond formal coaching and appraisal opportunities
- Actively engage in the school coaching offer and appraisal process
- Under-go regular observations and participate in regular in-service training (INSET) as part of continuing professional development (CPD)

We are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All successful staff will undertake an Enhanced Disclosure and Barring Service Check.

JOB DESCRIPTION

The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Advanced Threshold Fluency Duty Required

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the Advanced Threshold Level. The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly
- Explain difficult concepts simply without hindering the natural smooth flow of language
- Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in school

Date: March 2023

This job description is illustrative of the responsibility of the post and not necessarily a comprehensive list of tasks.

Post-holders are expected to undertake work in line with the level and pay band of the post determined by the Line Manager. The Job Description will be reviewed with the post-holder in relation to need or on an annual basis through appraisal and whole-Trust review of strategy and effectiveness.

PERSON SPECIFICATION

Apprentice Teaching Assistant

	Essential Requirements	Desirable Requirements	How Identified
Qualifications	<ul style="list-style-type: none"> Minimum of five GCSE (A-C/ 4+) including English and Maths or equivalent e.g., Adult Literacy / Numeracy at level 2. 	Level 4 / HLTA qualification or equivalent	<ul style="list-style-type: none"> Application
Experience	<ul style="list-style-type: none"> Evidence of relevant CPD activities Recent and successful experience in a relevant setting Experience of working with children with a range of abilities and needs 		<ul style="list-style-type: none"> Application Interview
Knowledge, Skills and Ability	<ul style="list-style-type: none"> Knowledge and understanding of child development and teaching strategies Understanding of Curriculum in relation to age and ability range Excellent behaviour management skills Ability to relate well and work effectively with children and adults. Initiative to develop own practice and advance pupil learning Understand varying needs of pupils and how to overcome barriers to learning · Understanding of SEND Good planning and organisational skills Ability to work constructively as a part of a team Excellent communication and interpersonal skills Able to use IT and relevant software effectively to support learning Knowledge of relevant policies and guidance and awareness of relevant legislation. 		<ul style="list-style-type: none"> Application Interview
Character/ Values	<ul style="list-style-type: none"> High commitment to safeguarding and promoting the welfare of children Commitment to the Trust agenda for inclusion, diversity and equality Driven by values and aligned to the seven principles of public life of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership Humility: a recognition that the more you know, the less you know! Not being afraid to say, 'I don't know' Emotionally intelligent: know when to direct and when to challenge Present a positive perspective; able to listen and show awareness of other's sensitivities; have personal pride and lead by example Understand the importance of work/ life balance Resilient, flexible and hardworking 	<ul style="list-style-type: none"> Interest in the Trust's wider role in the community 	<ul style="list-style-type: none"> Application Interview

PERSON SPECIFICATION

	Essential Requirements	Desirable Requirements	How Identified
Personal Circumstances	<ul style="list-style-type: none">• Legally entitled to work in the UK• Able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010• Flexible to support out of hours activity on occasion		<ul style="list-style-type: none">• References• Interview