



### **JOB PURPOSE**

- To cover in the absence of a teacher by supervising pupils who are carrying out work set by the teacher in advance.

### **MAIN DUTIES AND RESPONSIBILITIES:**

- To supervise pupils in the absence of a teacher, creating and maintaining a purposeful and orderly learning environment for pupils.
- To ensure that the work set by the teacher is carried out in accordance with the school's strategy.
- To check that pupils have appropriate equipment and materials to enable them to complete the tasks set and answering pupils' questions about process and procedures.
- To support expectations of pupil behaviour in the classroom, securing appropriate standards of discipline and ensuring that the school's behaviour management policy is adhered to.
- To deal with any emergencies or problems which occur, in line with the school's policies and procedures.
- To ensure that completed work is collected at the end of the lesson and returned to the teacher.
- To report to the teacher after the lesson, in accordance with the school's agreed referral procedures on any issues arising, including the behaviour of pupils.
- To assist in the general efficient operation of the school, including providing cover for other support staff where necessary and as directed by the SLT.
- To attend staff meetings, participate in performance management arrangements and undertaking training and development as required
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
- To undertake tasks of a similar nature and level, as directed by the SLT.

### **OTHER DUTIES**

- To be familiar with and adhere to all School Policies.
- To fulfil your duties and responsibilities regarding safeguarding pupils and health and safety.
- To support the aims and ethos of the school and promote good relationships with students, colleagues and parents.
- To set a good example in terms of dress, punctuality and attendance.
- To participate in the School's arrangements for appraisal, professional development, meetings cycle, quality assurance and internal verification.

**Responsible to:** SLT

**Salary range:** NJC Scale Point 5.12 - £26,421 (FTE) - Actual salary £22,646

**Hours:** Monday to Friday 8.00 – 4.00 (Term Time only plus training days)