



JOB DESCRIPTION	
Job Title	LSA / Cover Supervisor
Reports To	Deputy Head
Contract Type	Fixed Term – Academic Year
Role	Non-Teaching
Working Pattern (Days)	Monday – Friday, 8am-4pm
Working Hours (Time)	35
Unpaid Breaks	1 hour
Pay Range	H4, 6

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 fulfil 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 time 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

The purpose of the role is to be responsible for covering classes as requested by the Senior Leadership Team and to assist in the support and inclusion of students with Special Educational Needs within WGGGS.

Main Duties & Responsibilities

Learning Support

- establish a supportive relationship with students
- provide effective in-class support to ensure the best outcomes for students with SEND
- work closely with teaching staff to assist in the preparation of appropriate materials which support students in accessing the curriculum
- deliver small group or 1:1 intervention programme to identified students
- complete relevant administrative duties including record keeping of student progress and needs

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

GENERAL

To participate and take part in

- professional development and training
- school performance management process
- any other reasonable duties as requested by the Headteacher

Please sign both copies of this job description, keeping one for your files and returning one to the HR Department, within 14 days. If it is not returned within 14 days your acceptance will be presumed.

Signed:

Date:

Sylvia Tai

Headteacher

Signed:

Date:

Name of postholder