



Mill Hill
Primary Academy
INSPIRING CREATIVITY & ACHIEVEMENT

Learning support practitioner / Senior cover supervisor

POST GRADE: LEVEL 5

KEY DUTIES

Cover supervisor duties

To provide cover for a class of children, across the key stages, delivering work that has been set by the class teacher.

To safeguard all pupils in accordance with the school safeguarding procedures.

To establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.

To effectively manage the behaviour and welfare of all pupils, ensuring the behaviour for learning policy is adhered to.

To report back to the class teacher on the achievement and behaviour of pupils during the lesson.

To work with the class teacher to ensure that parents are kept informed about the learning that is taking place.

Learning support practitioner duties

To assist in the preparation of resources and equipment for the lesson.

To assist the teacher in the delivery of the lesson focusing on key groups or individuals.

To communicate effectively and sensitively with all pupils to support their learning.

To carry out, under direction of the teacher, individual programmes of learning – group based or individuals.

To assess how a task has been undertaken by the child/children and feedback findings to the class teacher.

To assist in the implementation of programmes for individual/small groups or pupils as recommended by outside agencies, to include preparing key resources. To liaise with the Senco for such specialised programmes ensuring that progress is made.

To take an active role in arranging displays in the classroom/general areas, along with other practitioners to ensure that all learning environments are welcoming.