

Learning Support Assistant / Cover Supervisor, UTC Bolton

Job Description

Position	Learning Support Assistant/ Cover Supervisor
Salary	£15,864 (pro rata, 40 weeks per year)
Status	Permanent
Hours	Full-time, 40 weeks per year (although the UTC may consider applicants looking for part-time/job share opportunities) (Part time will be considered)
	<p>To work under the guidance of teaching staff and under the supervision of the SENDCO, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management / preparation of resources. Staff may also supervise whole classes occasionally during the short-term absence of teachers. The primary focus will be to maintain good order and to keep students on task. Postholder will need to respond to questions and generally assist students to undertake set activities.</p>

Support for the Students

- Use specialist (curricular/learning) skills/training /experience to support students
- Set challenging and demanding expectations and promote self-esteem and independence
- Assist with the development and implementation of IEPs
- Establish productive working relationships with students, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all students within the classroom
Support students consistently whilst recognising and responding to their individual needs
- Encourage students to interact and work co-operatively with others and engage all students in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to students in relation to progress and achievement

Support for the Teacher

- Work with the teacher to establish an appropriate learning environment
- Work with the teacher in lesson planning, evaluating and adjusting lessons/
- Work plans as appropriate
- To provide planning, preparation and assessment cover as part of the normal working week under the supervision of and support of senior teaching staff
- Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required, to the teacher on student achievement, progress and other matters, ensuring the availability of appropriate evidence