



Job Description

Title of Post: Cover/Midday Co-Educator

Responsible to: Assistant Head Teacher

Job Purpose: To provide cover throughout the school where needed

Principle duties and responsibilities:

- To respect confidentiality at all times.
- To attend relevant school meetings and INSET as required.
- To work with individual pupils or small groups of pupils under the direction of teaching staff.
- To provide appropriate support to pupils with severe, profound and multiple learning difficulties, autistic spectrum disorders, behavioural, communication, social, sensory and/or physical difficulties.
- To understand specific learning needs and styles and to provide differentiated support to pupils individually and within a group.
- To implement planned learning activities as agreed with the teacher, adjusting them according to pupils' responses as appropriate.
- To establish positive relationships with pupils.
- To provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.
- To support pupils with activities which support literacy and numeracy skills
- To support the use of ICT in the classroom and develop pupils' competence and independence in its use.
- To attend to pupils' personal needs including help with social, welfare, care and health matters, including toileting, dressing, feeding (orally or through a tube), mobility etc.
- To carry out specific additional care tasks for individual pupils at the direction of a qualified member of staff and once full training has been given.
- To promote positive pupil behaviour in line with school policies and help keep pupils on task.
- To participate in the planning and evaluation of learning activities with the teacher, contributing to reports and records as required.
- To assist with the development and implementation of IEPs (individual Education Plans).
- To monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher.
- To assist the teacher and other staff in the implementation of care programmes
- To support learning by selecting appropriate resources/methods to facilitate agreed learning activities.
- To take an active role in the preparation, maintenance and control of stocks of materials and resources.
- To operate, and as appropriate maintain specialist equipment.
- To liaise with staff and other relevant professionals and provide information about pupils as appropriate.
- To assist with the display and presentation of pupils' work.
- To supervise pupils for limited and specified periods including break-times when the post holder should facilitate games and activities.
- To assist with escorting pupils on educational visits.
- To assist pupils during physical activities e.g.: swimming, PE.
- To understand and apply school policies in relation to health, safety and welfare.
- To attend relevant training and take responsibility for own development.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head teacher to carry out appropriate duties within the context of the job, skills and grade.

November 2019