

HINDLEY HIGH SCHOOL
TEACHING ASSISTANT/COVER SUPERVISOR

Job purpose:	<ul style="list-style-type: none"> - To undertake work / support programmes to enable access to learning for students and to assist the teacher in the management of students and the classroom under the direction of teaching / senior staff. - To supervise pre-prepared activities for whole classes in the short-term absence of teachers. - Plan, deliver and evaluate support for students with learning difficulties on a one to one basis or in a small group, in or out of the classroom.
Grade of post:	Grade 4
Reporting to:	Headteacher, SENCO, school business manager
Responsible for – staff:	N/A
Liaising with:	Headteacher, teachers, children, parents/carers.
Disclosure level:	Enhanced

Job outline:
<ul style="list-style-type: none"> - Under the direction of the teacher to implement learning activities for individual students and/or small groups. - Undertake the role of cover supervisor in the absence of teachers for the equivalent of up to one day per week if required. This will involve supervising pre-prepared activities for whole classes. - Manage the behaviour of students whilst they are undertaking work with them according to individual needs. - Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour. - Assist with the supervision of pupils out of lesson times, including before and after school, lunch and break times as may be reasonably directed. - Use specialist (curricular/learning) skills/training/experience to support pupils. - Assist with the development and implementation of IEPs/statements. - Establish productive working relationships with pupils, acting as a role model and setting high expectations. - Promote the inclusion and acceptance of all pupils within the classroom. - Provide feedback to pupils in relation to progress and achievement. - Provide objective and accurate feedback and reports, as required, to the teacher on pupil achievement, progress and other matters ensuring the availability of appropriate evidence. - Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate. - Undertake marking of pupils' work and accurately record achievement/progress. - Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents, as directed. - Administer and assess routine tests and invigilate exams/tests. - Provide general clerical/admin support, for example, photocopying, basic typing, filing, administer coursework, produce worksheets for agreed activities. - To adapt curriculum materials to meet the pupils' needs. - Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs. - Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. - Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. - Contribute to the overall ethos/work/aims of the school. - Attend and participate in regular meetings as may be reasonably directed. - Participate in training and other learning activities as may be reasonably directed.

- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as may be reasonably directed.
- Accompany staff and pupils on visits, trips and out of school activities and take responsibility for a group under the supervision of the trip / activity leader as may be reasonably directed.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher and SENCO, to support achievement and progress of pupils, particularly the day-to-day care of and the necessary long term planning for SEN pupils.
- Determine the need for, prepare and maintain general and specialist equipment and resources.

Other specific duties:

To carry out the duties in the most effective, efficient and economic matter available.

To continue personal development in the relevant area.

To participate in the staff review and development appraisal process.

Health and safety training:

To undertake health and safety training on areas within the designated work area.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed
(Postholder)

Signed.....
(Headteacher)

Dated
(Postholder)

Dated
(Headteacher)

**HINDLEY HIGH SCHOOL
TEACHING ASSISTANT/COVER SUPERVISOR**

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of working with young people aged 11-16 yrs in a voluntary or professional capacity		D	A, I

B. Training and Qualifications

	Essential	Desirable	Source
GCSE grade C or above (or equivalent) in English and Mathematics	D		A, I
Willingness to undertake further relevant training e.g. literacy, sign language, dyslexia	E		I
Willingness to undertake basic first aid	E		A, I
Competency in ICT systems and a willingness to develop this further	E		A, I

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Good numeracy and literacy skills	E		A, I
Knowledge of current educational initiatives and developments		D	A, I
Knowledge of relevant legislation		D	A, I
Understanding of LEA support services		D	A, I
Knowledge of how to use a range of computer programmes		D	A, I

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Ability to follow school policies/codes of practice	E		A, I
Demonstrate a commitment to promoting and achieving equal opportunities for students	E		A, I
High level of communication skills to deal with both children and adults	E		A, I
Work constructively as part of a team, understanding classroom roles and responsibilities and your position within these	E		A, I
Positive outlook	E		A, I
Ability to engage and influence others	E		A, I

Tact and a sense of humour	E		A, I
Willingness to work outside of normal school hours when required	E		A, I
Ability to work as part of a team	E		A, I
Ability to identify own training and development needs	E		A, I

E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I