

ST. PHILIP'S C.E. PRIMARY SCHOOL
JOB DESCRIPTION - COVER SUPERVISOR
TEACHING ASSISTANT LEVEL 3

1. INTRODUCTION

1.1 NAME OF POSTHOLDER: _____

1.2 JOB TITLE: Teaching Assistant Level 3

1.3 JOB PURPOSE: **Supporting and Delivering Learning:**
To work under the guidance of teaching staff and the indirect supervision of the Deputy Headteacher, 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. To supervise whole classes during the short-term absence of teachers or where the teacher is participating in CPD. The primary focus will be to maintain good order and to keep pupils on task. Cover Supervisors will need to respond to questions and generally assist pupils to undertake set activities.

1.4 Line Management: Directly responsible to Class Teacher.
Line Manager - Deputy Headteacher and Headteacher.

1.5 Liaising With: Class Teacher, Support Staff, Deputy Headteacher, Headteacher and parents.

1.6 Salary Scale: Grade 4

1.7 Working Time:

1.8 DBS Disclosure Level: Enhanced

2. SCHOOL ETHOS

2.1 Work with the Headteacher and colleagues in creating, inspiring and embodying the Christian ethos and culture of this Church school, securing its Mission Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and children to achieve their highest potential.

- 2.2** Actively support the school's corporate policies relating to equality and diversity, inclusion and health, safety and well-being.
- 2.3** Promote the school and celebrate its success at every opportunity.

3. SUPPORT FOR THE PUPILS

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

4. SUPPORT FOR TEACHERS

- 4.1** Work with the teacher to establish an appropriate learning environment.
- 4.2** Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- 4.2** Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- 4.3** 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.
- 4.4** Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
- 4.5** Undertake routine marking of pupils' work and accurately record achievement/progress.

- 4.6 Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- 4.7 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.
- 4.8 Administer and assess routine tests, invigilate exams/tests.
- 4.9 Provide general clerical/admin support, for example, photocopying, basic typing, filing, money, administer coursework, and produce worksheets for agreed activities.

5. SUPPORT FOR THE CURRICULUM

- 5.1 Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- 5.2 Implement local and national learning strategies, for example, literacy, numeracy and early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- 5.3 Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- 5.4 Help pupils to access learning activities through specialist support.
- 5.5 Determine the need for, prepare and maintain general and specialist equipment and resources.

6. SUPPORT FOR SCHOOL

- 6.1 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.
- 6.2 Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- 6.3 Contribute to the overall ethos/work/aims of the school.
- 6.4 Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- 6.5 Attend and participate in relevant meetings as may be reasonably directed.

- 6.6 Participate in training, other learning activities and performance management as may be reasonably directed.
- 6.7 Recognise own strengths and areas of expertise and use these to advise and support others, especially in the area of ICT.
- 6.8 Provide appropriate guidance and supervision and assist in the training and development of staff as may be reasonably directed.
- 6.9 Undertake planned supervision of pupils out of school hours, for example, learning activities.
- 6.10 Supervise pupils on visits, trips and out of school activities as may be reasonably directed

7. PERFORMANCE MANAGEMENT AND PROFESSIONAL DEVELOPMENT

- 7.1 Engage actively with the annual performance management review process, in accordance with the school's policy.
- 7.2 Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities.
- 7.3 Ensure colleagues receive information and feedback on professional development activities undertaken.

8. SIGNATURES

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
(Level 3 Teaching Assistant)

Signed
(Headteacher)

Dated
(Level 3 Teaching Assistant)

Dated
(Headteacher)