

Job Description

Post Title: Teaching Assistant / Cover Supervisor (level C2) **Grade:** Scale 3

Directorate: Children & Young People **Service:** Schools

Responsible to: Headteacher

Responsible for: No responsibility for staff

Main purpose of the job:

- To support teaching & learning activities across the school
- To provide cover for whole classes
- To support children with more complex learning needs

Major Duties and Responsibilities:

1. To work under the guidance of teaching / senior staff to implement agreed work programmes
2. To assist the teacher in the planning cycle and the management & preparation of resources
3. To provide support for teaching staff across the school in an appropriate learning environment
4. To assist with the integration of pupils with special educational needs of differing complexities and/ or supporting a small group or on an individual basis within the classroom or on a withdrawal basis
5. To provide cover for whole classes
6. To be an integral part of the school, working in close partnership with all staff

Job Activities:

Planning

1. To assist with the development and implementation of Individual Education Plans
2. To work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate

Monitoring and Assessment

3. To provide feedback to pupils in relation to progress and achievement
4. To monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
5. To be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
6. To undertake marking of pupils' work and accurately record achievement/progress
7. To liaise sensitively and effectively with parents or carers as agreed with the teacher within your responsibility and participate in feedback sessions or meetings with parents with, or as directed

Teaching and Learning / Cover Supervision

8. To provide cover for whole classes supervising work set in accordance with the school's policy.
9. To maintain order in class and keep pupils on task.
10. To respond to questions and generally assist pupils to undertake set activities
11. To support, assist and supervise children in or outside classes under the direction of the teacher.
12. To deal with any problems or emergencies according to the school's policies and procedures.
13. To collect any completed work after the lesson and return it to the appropriate teacher.
14. To report back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class and on any issues arising.
15. To provide assistance, as required, in the development of learning resources within the school.
16. To assist at break/lunchtime as required
17. To implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
18. To implement local and national learning strategies e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
19. To support the use of ICT in learning activities and develop pupils' competence and independence in its use
20. To help pupils to access learning activities through specialist support
21. To administer and assess routine tests and invigilate exams/tests

General

22. To encourage pupils to interact and work co-operatively with others and engage all pupils in activities
23. To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
24. To provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc.

