

ST. FRANCIS XAVIER SCHOOL



Job Description

Job Title:	Advanced Teaching Assistant / Cover Supervisor
Job Purpose:	<ul style="list-style-type: none"> To work under the direction of the class teacher and other appropriate staff, in assisting the delivery of the learning process. Working with individuals and groups, with and in the absence of the class teacher, the post holder will assist in the planning, preparation and delivery of learning activities, as well as with monitoring and reporting on students. To provide cover supervision in the short term absence of teachers To support teams in other areas such as resource development.
Accountable to:	SENCO, Senior ATA
Accountable for:	Supporting Learning
Liaising with:	All teaching staff
Salary Grade:	Grade D
Disclosure level:	Enhanced
General responsibilities and key tasks as shown below: Main (Core) Duties	
Supporting and Delivering Learning	<ul style="list-style-type: none"> Provide Cover Supervision, working under the guidance of teaching/senior staff with an agreed system of supervision Assist teaching staff to plan, manage and prepare teaching resources Maintain records/management information systems Contribute to the overall ethos and aims of the academy. Establish productive working relationships with all stakeholders Be able to prioritise and remain calm under pressure. Assist in and contribute to the planning and evaluation of the learning process and/or supervision of work programmes with class groups during the absence of teaching staff. Assist in the delivery of the learning process under the direction of the class teacher and other appropriate staff. Offer structured judgement and feedback on attainment and progress with assessment and reporting processes. Providing educational, emotional and physical support for pupils. Invigilation of examinations/tests. Assist with the development and implementation of IEP's.

Behaviour/Guidance and Support	<ul style="list-style-type: none"> • Supervising groups and individual pupils as required. • Take part in establishing relationships with parents/carers and with other agencies and professionals. • Support and assist in the development and implementation of appropriate behaviour management strategies.
Curriculum Resource Support	<ul style="list-style-type: none"> • Provide structured feedback on pupils' achievement/progress. • Contribute to the provision of advice and guidance as required and appropriate. • Plan and prepare material and undertake some administration duties. • Prepare classroom displays under the direction of teacher. • Participate in relevant training as appropriate, including attendance at school staff development days. • Beware of and comply with policies and procedures relating to child protection, health, safety and security.
Communications	<ul style="list-style-type: none"> • To communicate effectively with the parents of students as appropriate. • Where appropriate, to communicate and co-operate with persons or bodies outside the school. • To follow agreed policies for communications in the school.
Other Specific Duties:	
<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive Christian mission and ethos and to encourage staff and students to follow this example. • To support the school in meeting its legal requirements for worship. • To promote actively the school and Trust's policies. • To continue personal development as agreed. • To comply with the school's Health and safety policy and undertake risk assessments as appropriate. <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>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.</p> <p>This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.</p>	