



## Kings Meadow School

### L4 Teaching Assistant/Cover Supervisor Job Description

Grade G Salary range, Points 8 - 12, £20,493 to £22,183 per annum, pro rata to 39 weeks per year

This job description may be amended at any time following discussion between the Head teacher and member of staff, and will be reviewed annually.

To work under the guidance of the Deputy Head teacher and teaching team and, within an agreed system of supervision and support, implement agreed learning 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. The Cover Supervisor may supervise whole classes for planned set periods in a day, such as PPA and for longer periods during unplanned short term absences of teachers, for example illness/sickness. The primary focus will be to maintain good order and to keep pupils on task, supervising in accordance with the prepared lesson plans and objectives.

#### **Support for pupils**

- Use specialist (curricular/learning) skills/training/experience to support pupils
- Develop 1:1 mentoring arrangements with pupils and provide support for distressed pupils
- Participate in comprehensive assessment of pupils to determine those in need of particular help, contributing knowledge gained during time in classes.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils with the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement
- Under supervision, prepare and deliver learning objectives and activities that the teachers have identified and, when appropriate, adjusting them to meet the requirements of individual pupils and the curriculum.

#### **Support for teachers**

- Work with the teacher to establish an appropriate learning environment
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- 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.
- Deliver lessons as prepared and provided, using TA's to support this
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
- Undertake marking of pupils' work and accurately record achievement/progress
- Promote positive values, attitudes and positive emotional regulation of pupils, dealing promptly with conflict and incidents in accordance with current school approaches
- Assist in the development and implementation of appropriate emotional regulation strategies
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings, including with parents with, as directed and with the teacher
- Provide general clerical/admin support eg produce worksheets for agreed activities etc. making phone calls etc.
- Administer and assess routine tests

**Support for the Curriculum**

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Implement agreed school learning strategies and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources
- Prepare and develop learning for pupils in support of the school's curriculum that is not part of formal learning, such as lunchtime clubs
- Contribute to the organisation and running of theme days and school events

**Support for school**

- 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
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support the achievement and progress of pupils
- Attend and participate in regular meetings as required
- Participate in training and other learning activities as required
- 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 appropriate
- Supervise pupils on visits, trips and out of school activities as required.

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