**JOB ROLE: Lead Teaching Assistant: Cover**

**PAY BAND: 5**

**HOURS: 37 per week/41 weeks (Term time only plus 2)**

**REPORTS TO: Assistant Headteacher: Inclusivity**

Admiral Lord Nelson School is a learning community where every member of staff understands the difference that they can make to our students’ outcomes. We expect all staff to be actively involved in the personal development of our young people and to show full commitment to their own and the school’s professional development.

Admiral Lord Nelson School and its Governing Body are committed to safeguarding and promoting the welfare of children and young people; and they expect all staff to share this commitment.

**Key Purposes:**

* To deliver lessons to classes in the absence of their usual subject teacher.
* To assist teachers in their preparation and delivery of the curriculum.
* To provide administrative support across the curriculum.
* To deliver Learning Development and Accelerated Reader lessons.
* To provide support to students so they are empowered to successfully manage their own learning beyond lessons.
* To be a tutor and play an active role in the establishment of their House ethos.
* To promote restorative practice at every opportunity, in meetings and communications, with parents, students and colleagues, to maintain the strong, inclusive ethos of the school.

**Accountabilities:**

1. **Cover/Supervision**
2. To register and record student attendance in lessons.
3. To instruct students regarding the work left by their subject teacher.
4. To provide students with the necessary resources for their learning.
5. To actively teach students throughout the lessons, supporting them so they are able to make effective progress.
6. To ensure orderly entry and exit of classrooms.
7. To ensure a calm and purposeful atmosphere for working in the classroom.
8. To manage resources effectively and ensure classrooms and activity areas are left tidy and ready for the next lesson.
9. To follow school systems and procedures on behaviour management.
10. To liaise with subject teachers about cover work and student response.
11. When directed by the Headteacher, to lead teaching for classes (including planning and assessment) in the long term absence of a teacher from their subject specialist area.
12. To cover the duties of Teaching Assistants and Student Support Assistants when directed to by the Cover Manager.
13. **Curriculum Support Work**
14. To support the learning of students 1:1 or in small groups providing subject specialist interventions.
15. Support teachers by contributing to the planning and preparation of resources and lesson plans.
16. Support teachers in the monitoring and assessment of student progress including the collation of reports.
17. Support teachers in dealing with student behaviour through liaison and feedback.
18. Support teachers in the organisation and management of teaching spaces and their resources.
19. Organisation of resources including ordering, cataloguing and maintenance.
20. To deliver Learning Development lessons and Accelerated Reader lessons as required.
21. **Whole School Responsibilities**
22. To support students with their learning in the Inclusion Room, taking responsibility for this area when directed by the Cover Manager to provide cover
23. To contribute to the provision of extracurricular activities as required.
24. To plan and lead out of hours learning activities, including Independent Learning Club supervision
25. To share responsibility for delivery and support of holiday provision for those students identified as in need of support as well as supporting during revision days for Year 11 students
26. To promote restorative practice at every opportunity, in meetings and communications, with parents, students and colleagues, to maintain the strong, inclusive ethos of the school.
27. To participate in professional learning (including INSET and twilight INSET sessions) and own appraisal meetings, contributing to the identification of own professional development needs and attend relevant meetings.
28. To participate professionally in own line management meetings, appraisal review meetings and team meetings.
29. To actively use Restorative Approaches to maintain and build relationships with staff, students and parents.
30. To participate in the Personal Development curriculum for our students, leading and support events as required.
31. To be a co-tutor
32. To invigilate public and internal examinations or provide support for students with exam access arrangements when necessary.
33. To promote students wellbeing by undertaking supervision of students during breaktimes as timetabled.
34. To support in the supervision of student transitions, between lessons, during the school day under the direction of Line Manager/Senior Leader.
35. To establish and maintain positive, professional relationships with students, staff and parents.
36. To take responsibility for your own wellbeing.
37. At the discretion of the Executive Headteacher, to undertake other activities from time to time agreed to be consistent with the nature of the role.

***This job description is subject to annual review and/or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.***

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