

Job Description

School

Service Area

Job Title Teaching Assistant Level 3 (Cover Supervisor)

Grade C1

Conditions Of service NJC

Responsible To Teaching/Senior staff

Responsible For None

Special Conditions: this post is subject to a higher-level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

Job Purpose: To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individual 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.

Staff may also supervise whole classes occasionally during the short-term absence of teachers, limited to a maximum of 3 consecutive days for any one absence. 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. Marking and assessment activities are limited to those where answers are predetermined and no element of professional judgement is required.

Responsibilities

To use specialist (curricular/learning) skills/training/experience to support pupils' learning.

To establish productive working relationships with pupils, acting as a role model and setting high expectations.

To assist with the development and implementation of IEPs.

To promote the inclusion and acceptance of all pupils within the classroom.

To support pupils consistently whilst recognising and responding to their individual needs.

To encourage pupils to interact and work co-operatively with others and engage all pupils in activities.

To promote independence and employ strategies to recognised and reward achievement of self-reliance.

To provide feedback to pupils in relation to progress and achievement.

To work with the teacher to establish an appropriate learning environment.

To work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.

To monitor and evaluate pupil responses to learning activities.

To 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.

To be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.

To undertake marking of pupils' work that has predetermined answers and involves no element of professional judgement or assessment. Accurately recording of achievement/progress.

To 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.

To liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with or as directed by the teacher.

To administer and assess routine tests which have predetermined answers and involve no element of professional judgement or assessment. Invigilate exams/tests.

To provide general clerical administrative support - administer course work, produce worksheets for agreed activities.

To implement agreed learning activities/programmes, adjusting activities according to pupil response/needs.

To implement local and national learning strategies - literacy numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills.

To support the use of ICT in learning activities and develop pupils' competence and independence in its use.

To determine the need for, prepare and maintain general and specialist equipment and resources.

To help pupils to access learning activities through specialist support.

To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.

To establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support achievement and progress of pupils.

To provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.

To recognise own strengths and areas of expertise and use these to advise and support others.

To supervise pupil's on visits, trips and out of school hours learning activities as required which fall within the remit and hours of the post.

To participate in appraisal, training and development activities as necessary to ensure up to date knowledge and skills

To improve own practice through observation, evaluation, discussion with colleagues and CPD programmes.

To work collaboratively with colleagues, knowing when to seek help and advice.

Contribute to the overall ethos, work, and aims of the school by attending relevant meetings, training days/events as requested.

Be aware of and comply with school and Leeds City Council policies and procedures e.g. child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Be responsible for safeguarding children and promoting their welfare and following child protection procedures. Safeguarding is everyone's responsibility.

Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding and promoting the standards and equal opportunities of the school and Leeds City Council.

Recognise and appropriately challenge any incidents of racism, bullying, harassment or victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures and making sure the individual/s involved understand it is unacceptable.

The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.

Qualifications

Maths and/or English Grades

GCSE A-C or CSE level 1

PERSONAL SPECIFICATION

ESSENTIAL REQUIREMENTS: It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements

Method of Assessment will be through one or more of the following Application Form, Test, Interview, and Certificate

Skills Required

Very good numeracy/literacy skills

Can use ICT effectively to support learning

Ability to relate well to children and adults

Able to work constructively as part of a team

Knowledge Required

NVQ level 3 for Teaching Assistants or equivalent qualification or experience

Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc.

Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies

Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation

Understanding of classroom roles and responsibilities and your own position within these

Understanding of principles of child development and learning processes

Experience Required

Of working with or caring for children of relevant age

Behavioural & other Characteristics required

Committed to continuous improvement.

Ability to understand and observe the School and Leeds City Council's Equal Opportunities Policy.

To carry out all duties having regard to an employee's responsibility under the School and Leeds City Council's Health & Safety Policies.

Willingness to actively participate in training and development activities to ensure up to date knowledge, skills and continuous professional development

DESIRABLE REQUIREMENTS: It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements

Skills Required

Ability to self-evaluate learning needs and actively seek learning opportunities

Knowledge Required

Maths and/or English Grades

GCSE A-C or CSE level 1

First aid training/training as appropriate

Understanding classroom roles and responsibilities and your own position within these.

Experience Required

N/A

Behavioural & other Characteristics required

N/A

Job Description Content Prepared / Reviewed by:

Name

Designation

Date

Confirmation of Job Evaluation Undertaken

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