Rigby Lane, Bromsgrove, Worcestershire B60 2EP
Tel: 01527 875475 Fax: 01527 870211
Headteacher: Mrs T Smith
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JOB DESCRIPTION

Post Title: **COVER SUPERVISOR / TEACHING ASSISTANT Grade 3**

Conditions of Service: 33 hours 45 minutes per week

2 days will be 8.45am – 4.30pm – club and staff meeting
2 days will be 8.45am – 3.45pm
1 day (Friday) will be 8.45am – 3.30pm

Grade: Point Range 18-25

Reporting To: HEADTEACHER / TEACHER

Main Purposes of the Job:

- To work collaboratively with the classroom teacher with their responsibility for the development and education of children, including those with special physical, emotional and educational needs, by utilising detailed knowledge and specialist skills in specialist discipline being fully involved in all stages of the planning cycle.

- To work under the guidance of teaching/senior staff, to implement agreed work 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 management/preparation of resources.

  Staff may also undertake "Cover Supervision", i.e. supervise whole classes occasionally during the short-term absence of teachers. The primary focus whilst undertaking cover duties will be to maintain good order and to keep pupils on task with work that has been set. Cover Supervisors will need to respond to questions and generally assist pupils to undertake learning activities.

Main Responsibilities and Tasks:

Under the educational plan agreed with the teacher or designated supervisor the Teaching Assistant may:

SUPPORT FOR PUPILS

- Use specialist (curricular/learning/behavioural management) skills/training/ experience to support pupils.

- To work collaboratively with the classroom teacher in the planning of work programmes for individuals and groups of children.

- Establish productive working relationships with pupils, acting as a role model and setting high expectations.Promote the inclusion and acceptance of all pupils within 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.

SUPPORT FOR THE TEACHER

- To make a considerable contribution in all stages of the planning cycle to ensure full and effective evaluation of children's curriculum experiences, i.e. planning for children's curriculum experiences, organising and managing learning experiences, intervene in/direct experiences, assess quality of experiences and recording achievement.

- Supervise the activities of individuals or groups of children to ensure their safety and facilitate their physical and emotional development.

- Actively engage in the delivery of the educational work programme and activities developed by the classroom teacher.

- Work with the teacher to establish an appropriate learning environment.

- 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.

- 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 good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.

- 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.

- Administer and assess routine tests and invigilate exams/tests.

- Provide general clerical/admin support, e.g. administer coursework, produce worksheets for agreed activities, etc.

SUPPORT FOR THE CURRICULUM

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.

- Implement local and national learning strategies, e.g. Literacy, Numeracy, Key Stage 3, Early Years 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.

SUPPORT FOR THE SCHOOL

- To co-ordinate the work of individual or group of teaching assistants including on the job training of other teaching assistants.

- 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 achievement and

progress of pupils.

- Attend and participate in regular meetings.
- 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.
- Undertake planned supervision of pupils' out of school hours learning activities.
- Supervise pupils on visits, trips and out of school activities as required.

Other Duties:

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the Directorate's Health and Safety Policy.

Contacts:

In all contacts the postholder will be required to present a good image of the School and the County Council as well as maintaining constructive relationships.

Notes:

- This post is subject to an enhanced criminal record check.
- The Headteacher reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- Reasonable adjustments will be considered as required by the Equalities Act.
- The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equal Opportunities Policy.

Signed (issued by)..... **Date**.....

Signed (received by)..... **Date**.....