



ADVANTAGE SCHOOLS

COVER SUPERVISOR / TEACHING ASSISTANT

JOB DESCRIPTION



JOB TITLE: Cover Supervisor / Teaching Assistant

RESPONSIBLE TO: Principal / Senior Manager

Overall Responsibilities

- To provide planned classroom cover, teaching the whole class in accordance with the teachers' plans.
- In emergency cover situations be responsible for planning and preparing lessons/learning activities and delivering these in whole classes and small groups.
- To work with small groups or individual pupils to provide learning opportunities which will support them in achieving their full potential.

Main Duties

- To supervise pupils in the absence of a teacher, creating and maintaining a purposeful and orderly learning environment for pupils.
- To ensure that the work set by the teacher is carried out in accordance with the school's strategy. To check that pupils have appropriate equipment and materials to enable them to complete the tasks set and answering pupils' questions about process and procedures.
- To support expectations of pupil behaviour in the classroom, securing appropriate standards of discipline and ensuring that the school's behaviour management policy is adhered to.
- To deal with any emergencies or problems which occur, in line with the school's policies and procedures.
- To ensure that completed work is collected at the end of the lesson and returned to the teacher.
- To communicate effectively in order to prepare for and feedback following cover teaching.
- To report to the teacher after the lesson, in accordance with the school's agreed referral procedures on any issues arising, including the behaviour of pupils.
- To assist in the general efficient operation of the school, including providing cover for other support staff where necessary and as directed by the Principal.
- To attend staff meetings, participate in performance management arrangements and undertaking training and development as required.

- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
- Receive instruction and guidance from the SENCo / Teachers regarding the academic targets to be set for pupils.
- To encourage pupils to develop social and independence skills whilst providing support when it is needed.
- Report pupil and school issues in line with the School's policies for health and safety, child protection, behaviour management etc
- Be involved in extra-curricular activities, e.g. open days, presentation evenings.

Safeguarding

- To be responsible for promoting and safeguarding the welfare of pupils and for raising any concerns in line with School procedures

Equality and Diversity

- To be responsible for promoting equality and diversity in line with School policies and procedures

Health and Safety

- To be responsible for following health and safety requirements in line with School policies and procedures

Training and development

- To participate proactively in training and development including qualification development required in the job role

Other responsibilities

- To undertake as required other duties and responsibilities relevant to the job as directed by the Principal.

PERSON SPECIFICATION

Job Title: Cover Supervisor / Teaching Assistant

| | Essential | Desirable |
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| Qualifications / Training | English and Maths or similar at GCSE grade A-C or equivalent Level 3 qualifications | <p>Higher Education – A levels or Degree standard</p> <p>Evidence of having achieved Professional Standards for HLTA</p> <p>Graduate or recent training in one or more of the following</p> <ul style="list-style-type: none"> ❖ Data analysis ❖ Resource management ❖ Student Behaviour management <p>First Aid Certificate</p> <p>Safeguarding training</p> <p>Equality and diversity training</p> <p>ECDL or ITQ Level 2 or equivalent</p> |
| Knowledge / Experience | <p>Experience of delivering whole class teaching</p> <p>Evidence of having managed whole class behaviour for pupils in all Primary key stages</p> <p>Evidence of high performance in previous roles/jobs</p> <p>Experience of working effectively with people from diverse backgrounds</p> <p>Experience of working constructively to achieve team objectives and deadlines</p> <p>Confident IT user</p> | <p>Recent experience in teaching across the curriculum including English and Maths in KS2</p> <p>Has planned with class teacher and taught lessons for whole class</p> <p>Experience of tutoring/mentoring others</p> <p>Experience of providing support to individuals in an educational or care setting</p> <p>Experience of working with students with learning difficulties and/or disabilities</p> <p>Experience of teaching or coaching young learners</p> <p>An understanding how to promote equality and diversity within the job role</p> |
| Skills / Abilities | Ability to consistently demonstrate high levels of job performance | <p>Ability to deal with challenging behaviours and motivate and encourage students</p> <p>Ability to analyse and present complex data</p> |

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| | <p>Ability to establish a safe, purposeful working environment</p> <p>Ability to communicate effectively and confidently face to face, on the telephone and in writing</p> <p>Good organisational and time management skills</p> <p>Good administrative skills, with the ability to maintain accurate, up-to-date records</p> <p>Ability to work on own initiative and as part of a team</p> <p>Ability to make a positive contribution to the team, valuing and respecting others' expertise and contribution</p> <p>Ability consistently to support a high quality learning experience for all students and create a welcoming and supportive environment for students</p> <p>Ability to promote the School's reputation and carry out the School's business appropriately and professionally at all times</p> | Aspiration to work in an educational or similar setting |
| Ethos | <p>Contributes effectively to the culture and vision of the school</p> <p>Supports high expectations and standards in line with the school practices.</p> | |
| Attitude | <p>Is committed to their own professional development</p> <p>Consistently models professionalism</p> <p>Builds effective working relationships with teachers and parents</p> | |
| Special Requirements | <p>Responsibility for promoting and safeguarding the welfare of all students</p> | |

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| | <p>Ability to form maintain appropriate relationships and personal boundaries with children and young people</p> <p>Willingness to undertake relevant and appropriate staff development</p> <p>Flexible approach to work and working times</p> <p>Awareness of health and safety requirements relevant to the job</p> | |
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