



# Phoenix College

## Job Description

### Teaching Assistant Level 3 – Cover Supervisor

<b>Grade/Salary Range</b>	<b>RG4m</b>
<b>Scale</b>	<b>21 - 28</b>

#### Job Purpose

To work under the guidance of teaching/senior staff and within an agreed system of supervision, 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 whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally during the short-term absence of teachers. 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.

#### Designation of Post and Position within School Structure

Working under the direction of the classroom teacher, Assistant Head or Head this post will be performance managed by the Assistant Head.

#### Main Duties and Responsibilities

##### Support for pupils:

- Act as Cover Supervisor
- Use specialist (curricular/learning) skills/training/experience to support pupils
- Assist with the development and implementation of IEPs/Behaviour plans and Therapeutic Plans
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- To be aware of the Equal Opportunities and Behaviour Policies of the school and apply them to 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
- Lead literacy and numeracy programmes including delivering wave 2 interventions

**Support for the 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 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 and undertake routine marking of pupils' work
- 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, KS3, 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:**

- 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 including relevant INSET activities
- 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
- Staff have a responsibility to Safeguard and promote the welfare of pupils and must demonstrate a commitment to inter-agency working

**Duties beyond the Gateway:**

- Work with the teacher in lesson planning, evaluating and adjusting/differentiating lessons and work plans as appropriate
- Write clear, concise letters and accurate reports on pupils' progress and attainment
- Lead activities and develop them in response to the children's needs
- May be working towards or possess a qualification or training in a specialist area

**Special Requirements or Responsibilities of this Post**

- What level of DBS check is required for this post? ENHANCED
- What level H&S Responsibilities are applicable to this post? LEVEL 1



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## Person Specification

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#### **Qualifications/Education/Training:**

Educated to a very good level in maths and English  
 Very good literacy and numeracy skills  
 NVQ3 for Teaching Assistants or equivalent qualification or experience  
 Training in relevant strategies eg literacy and intervention programmes

#### **Experience:**

Experience working with children of relevant age  
 Experience implementing agreed work programmes

#### **Skills and Abilities:**

Full working knowledge or relevant policies/codes of practice/legislation  
 Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies  
 Understanding of principles of child development and learning processes  
 Good verbal and written communication skills using accurate written and spoken English  
 The ability to follow specific instructions from the class teacher or SLT  
 Can use ICT effectively to support learning  
 Ability to evaluate and adjust lesson/work plans in conjunction with the class teacher  
 Ability to lead activities and develop them in response to the children's needs  
 You will be sympathetic towards and tolerant of the diverse needs of our children  
 Ability to maintain a professional demeanour in challenging situations