



Halesbury School Teaching Assistant – Cover Support (Level 3) Job Description

Job Title:	Level 3 Teaching Assistant – Cover Support
Line Manager:	Deputy Head Teacher
Hours:	32.5 per week – Term Time Only – 39 weeks – (Mon, Tuesday & Thursday) 8:30 am – 3:15 pm (Wednesday) 8:30 am – 4:15 pm (Friday) 8:30 am – 3:05 pm
Salary:	Grade 5 – Scale Point 7 – 11 (Pro Rata) + SEN 2 Allowance

Main Purposes of the Job

Working under the direction and within an agreed system of supervision from a qualified teacher.

- **To cover internal Teaching Assistant staff absences throughout the school on a daily basis as instructed by the Senior Leadership Team. In the event of no staff absence, the role will involve supporting other classes across the setting**
 - To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes or enable access to learning 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
 - To lead and maintain positive and enjoyable break times for pupils including organising and participating in physical games and activities
 - To contribute to the whole school ethos, environment and organisation both practically and as a positive role model for pupils and colleagues
 - Staff may also supervise whole classes (with a colleague if requested) during the short term absence of teachers (e.g.1 session). The primary focus will be to maintain good order and to keep pupils on task. In providing cover supervision Teaching Assistants will need to respond to questions and generally assist pupils to undertake set activities
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Main Responsibilities and Tasks

Support for pupils

- To support pupils' development and promote independence in a safe, secure, challenging environment employing strategies to recognise and reward achievement of self-reliance
- To support the learning of individuals and groups of pupils as identified in the weekly curriculum planning and to act as a role model, setting high expectations
- To focus on individual pupils to ensure their needs are being met within the group
- To work with other staff to develop and implement pupil targets associated with STAR, SCERTs and EHCP's
- To encourage pupils to interact and work co-operatively with others



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- To observe, record and support the development and progress of pupils to identify individual needs and difficulties and to feed back to pupils in relation to their progress and achievement
- To promote the inclusion and acceptance of all pupils within the classroom
- To meet the physical/medical needs of the pupil according to a pupil's individual care plan whilst encouraging independence wherever possible, providing appropriate training has been given by an appropriate person
- To participate in pupils' play and extend and stimulate language through conversation

Support for the Teacher

- To act as a scribe and reader for pupils in external exams following the necessary training
- To follow teachers planning and directions in delivering aspects of the curriculum to a maximum of 8 pupils unsupervised
- Occasional supervision of the class in the course of short term absences of teachers, focusing on maintaining good order and to keep pupils on task under the guidance of teaching staff and within an agreed system of supervision
- To liaise with other professionals to ensure an appropriate learning environment
- To set out, prepare, use and tidy equipment
- To promote home school partnerships
- To listen, support and discuss issues sensitively with parents and carers under the teacher's supervision and to participate in feedback sessions/meetings with parents and attend parent evenings.
- To monitor and evaluate pupil's responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- 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 required
- In class to undertake marking of pupils work in line with the school marking policy as agreed with the teacher and accurately record achievement/progress
- To administer and assess routine tests and assist in the invigilation of exams/tests as agreed with the teacher
- To provide general clerical support, e.g. administer coursework, produce worksheets for agreed activities, photocopying, filing, receiving and passing money to the school office etc
- To work with an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.

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Support for the School

- To promote the policies and ethos of the school, e.g. personal and social and to promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour
- To display pupils work to reflect their achievement
- To supervise pupils on outings and visits as required within the school day
- To supervise pupils at lunchtimes
- To attend staff meetings as required within working hours
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and to refer all concerns to the Headteacher, receiving training where necessary from the school
- To treat all information relating to a pupil as strictly confidential, and to be aware of and comply with school policy and practice including GDPR, receiving training where necessary from the school
- To support and encourage external students on childcare courses, work experience, teaching practice
- To be a proactive member of the school and class team
- To participate positively and professionally in effective relationships with team members
- 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 attend relevant courses and learning activities in order to update knowledge and implement these in the curriculum as required
- To take opportunities to develop own areas of interest and expertise and to use these to advise and support others or to organise specific projects

Support for the Curriculum

- To prepare, plan and manage specific activities/teaching programmes, adjusting activities according to pupils' responses/needs
- To set out and prepare equipment indoors and outdoors
- To implement local and national learning strategies, e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills



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- To support the use of ICT in learning activities and develop pupils' competence and independence in its use
- To help pupils access learning activities through specialist support
- To determine the need for, prepare and maintain general and specialist equipment and resources

General

- The Teaching Assistant may be called upon to perform other duties that the Head Teacher considers reasonable, that are commensurate with the grading and designation of the post
- To adhere to the school health and safety policy including risk assessment and safety systems
- To adhere to school policy on equality and diversity
- To adhere to school policies on Safeguarding, Keeping Children Safe in Education, Safer Working Practice, Code of Conduct and GDPR
- To undertake safeguarding training as required

Signatures – line manager and job holder

Signature of Manager:

Date:

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Signature of post holder:

Date:

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