

DUSSINDALE PRIMARY SCHOOL

JOB DESCRIPTION

POST TITLE:	Teaching Assistant and Cover Supervisor
RESPONSIBLE TO:	Headteacher or Deputy Head but on day to day basis working under the direction of a qualified Teacher
GRADE:	Teaching Assistant Element Scale D
	Cover Supervisor Element Scale E
HOURS AND WEEKS WORKED:	Teaching Assistant - 20.75 hours, term time plus one week Cover Supervisor - 4.5 hours, term time plus one week
POSTHOLDER:	TBC

TEACHING ASSISTANT

GENERAL RESPONSIBILITIES:

1. The overall function of a Teaching Assistant, in liaison with the Assistant Headteacher and class teachers, is to support pupils directly or indirectly during the classroom day by undertaking individual or group work admin support.
2. A knowledge of specific learning difficulties and pupils specific learning programmes and activities is necessary when dealing with pupils in the school.
3. To perform any administration of tests, monitoring progress and achievement as directed by the Teacher, Assistant Headteacher or Executive Headteacher.
4. To maintain contact with parents and specialists as directed by the Teacher or Assistant Headteacher.
5. To maintain clear, effective communication between education staff, and the senior management team.
6. To monitor objectively the quality of relationships between pupils, between staff and pupils, and between staff, with the constant aim of improvement.
7. To be conversant with, and work towards, fulfilling the school's aims and objectives as laid out in that policy document.
8. The responsibilities are such that the postholder would normally be expected to have completed the equivalent qualification to an NVQ Level 2.
9. As directed by Executive Headteacher or Assistant Headteacher to promote learning through preparation of specific activities and to check on children's progress with these activities.

MAIN RESPONSIBILITIES:

1. To provide assistance to Teachers in the classroom;
2. By working with pupils on an individual or group basis.
3. By assisting in the preparation of specific areas of the curriculum
4. By assisting in the efficient preparation of classroom materials, resources and equipment
5. By devising activities within the framework of the overall planning set by the teacher
6. To utilise and engage in the use of ICT in helping deliver the curriculum to groups and individuals
7. To be responsible for the safety of children by exercising adequate control and supervision.
8. To establish with the staff team appropriately high levels of expectation by setting down clear guidance for pupils for establishing good standards of behaviour and achievement within school.
9. Attending meetings as required to discuss children on an individual basis and contribute towards establishing a unified and consistent approach throughout the school. This may include attending staff meetings on occasions and may also include contributing to a pupil's Annual Review in either written or verbal form.
10. Participate fully in the daily observation and recording of pupils' behaviour and progress in the appropriate manner and to give feedback to teachers and other staff teams where appropriate.
11. To assist in the professional development of colleagues and self by involvement in relevant aspects of the school's Staff Support and Development Programme.
12. To coordinate with teachers display work for classrooms and corridors once completed by pupils.
13. Where directed to ensure that pupils access to learning outside of the classroom is supported. This includes working with pupils excluded from lessons on work as directed by a Teacher, investigating incidents with pupils and reporting

these to Senior Staff.

14. Work with outreach pupils in or from partner schools in line with behaviour status.
15. Perform any other tasks that the Executive Headteacher or Assistant Headteacher may reasonably request.

SPECIFIC RESPONSIBILITIES

1. To work alongside the Teachers and to have a thorough knowledge of the curriculum. To attend all relevant training.
2. To support pupils when attending lessons with other subject specific teachers.
3. To work with pupils in a specific manner identified by the teachers in situations across all age ranges across the academy.

COVER SUPERVISOR

GENERAL RESPONSIBILITIES:

1. To assist teaching staff in implementing work programmes for pupils by supervising whole classes and to ensure that there is a full understanding of the curriculum, social environment process and practices pertinent to the children being worked with.
2. A knowledge of specific learning difficulties and pupils specific learning programmes and activities is necessary when dealing with pupils in the schools.
3. The overall function of this role, in liaison with the Teachers and Headteacher is to support pupils directly or indirectly during the classroom day by undertaking individual, group work or whole class teaching.
4. To maintain clear, effective communication between education staff, and the senior management team.
5. To monitor objectively the quality of relationships between pupils, between staff and pupils, and between staff, with the constant aim of improvement.
6. To be conversant with, and work towards, fulfilling the schools aims and objectives as laid out in that policy document.

MAIN RESPONSIBILITIES:

1. To provide assistance to Teachers in the classroom;
2. By working with pupils on an individual or group basis.
3. By assisting in the preparation of specific areas of the curriculum
4. By assisting in the planning, assessment and recording of educational activities
5. By assisting in the efficient preparation of classroom materials, resources and equipment
6. By devising activities within the framework of the overall planning set by the teacher
7. To utilise and engage in the use of ICT in helping deliver the curriculum to groups and individuals.
8. To carry out lesson teaching for a large group and then provide feedback to the teacher involved with that group. This may need an induction programme and training in particular curriculum areas or activities.
9. To be responsible for the safety of children by exercising adequate control and supervision.
10. To establish with the staff team appropriately high levels of expectation by setting down clear guidance for pupils for establishing good standards of behaviour and achievement within the schools.
11. Attending meetings as required to discuss children on an individual basis and contribute towards establishing a unified and consistent approach throughout the schools. This may include attending staff meetings on occasions and may also include contributing to a pupil's Annual Review in either written or verbal form.
12. Participate fully in the daily observation and recording of pupils' behaviour and progress in the appropriate manner and to give feedback to teachers and other staff teams where appropriate.
13. To assist in the professional development of colleagues and self by involvement in relevant aspects of the schools Staff Support and Development Programme.
14. Perform any other tasks that the Teachers or Headteacher may reasonably request.
15. To coordinate with teachers display work for classrooms and corridors once completed by pupils.
16. To mark/assess work for the sessions/lessons covered in line with school policies.
17. To be part of the lunchtime supervision team within the schools.
18. Be flexible in approach and mindset to adapt to the changing needs of the school on an hour by hour basis.

WORKING TIME:

This job description allocates responsibilities and duties but does not direct the particular amount of time to be spent on carrying them out and no part of it may be construed. The working week of 25.25 hours is configured in agreement with the Headteacher.

REVIEW:

The job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the schools in relation to the postholder's professional responsibilities and duties.

ACCEPTANCE

I acknowledge receipt of this job description of which this is a copy

Signature:..... Date:.....