



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.