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| Job Title: Teaching Assistant/Cover Supervisor | Scale: Scale point 14 (Fixed) |
| Department: Support Staff | Basic hours: 30  Monday – Friday, 8.15am – 3.15pm  1 hour unpaid break |
| Reports to: Operations Manager | Revision date: Sept 2017 |

**Position Overview**

* **To supervise classes for absent teachers as required, assisting students with the work that has been set by the teacher or the Head of Department.**

**Essential Job Functions**

* To provide feedback to the teacher of the behaviour and progress of classes and individuals in the group.
* To be proactive in the management of supervised classes, creating a positive and purposeful atmosphere.
* To liaise closely with Heads of Department and classroom teachers.
* To adhere to the school’s rewards and sanctions policies.
* To consistently provide students with a positive role model at all times.
* To support teachers and heads of department in their roles as required, both as Teaching Assistant support in the classroom and through administrative tasks.
* To be responsible for the maintenance and renewal of classroom and corridor displays in an area of the school.
* To carry out examination invigilation.

**Requirements**

**Essential**

* Ability to manage the behaviour of young people in a calm and disciplined manner
* Excellent interpersonal and communication skills
* Ability to plan and organise
* Committed to maintaining high standards
* Flexible and reliable team player
* The ability to use own initiative and be confident and competent in Numeracy and Literacy abilities (minimum GCSE grade C or above in Mathematics and English)
* Enjoys working with young people
* Has ability to empathise with young people
* DBS Clearance

**Desirable**

* Educated to degree level
* Experience in a classroom environment at either KS3 or KS4
* IT ability, including Word, Excel and PowerPoint
* Knowledge of educational strategies
* Classroom management experience

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| **Hourly rate** | **£8.70** |
| **Hours per week** | **30** |
| **Contract** | **Permanent - Term time only** |
| **Working Pattern** | **Monday – Friday**  **8.15am – 3.15pm**  **1 hour unpaid break**  **Term time only** |
| **Paid weeks** | **42.6 (38 working weeks, 3 weeks annual leave, 1.6 weeks bank holidays)** |
| **Annual salary** | **£11,118** |