



BOROUGHBRIDGE HIGH SCHOOL

JOB DESCRIPTION

POST:	COVER SUPERVISOR/GENERAL TEACHING ASSISTANT
GRADE:	Grade D Scp 4 - 6 (£13,751 - £14,307 actual)
CONTRACT TERM	Permanent - Term Time Only (including Training Days) (No holidays will be taken during term time unless under exceptional circumstances and with prior agreement of the Headteacher)
HOURS OF WORK:	32.5 hours per week 8.40am – 3.40pm (includes 25 minute lunch time supervision duty & 25 minute lunch break)
RESPONSIBLE TO:	Deputy Headteacher & Cover Manager
STAFF MANAGED:	N/A
JOB PURPOSE:	<p>To provide short term cover for absent teaching staff, allocating pre-prepared work, keeping pupils on task and managing the behaviour of pupils during class. The role does not involve planning, preparing, delivering lessons or assessing and reporting on the development progress and attainment of pupils.</p> <p>To support the SEN department as a General Teaching Assistant as required, when not covering lessons.</p> <p>To support the office team with basic administration when not covering lessons.</p>
JOB CONTEXT:	<p>Cover should only be used for short term absence. Short term absence occurs when individuals have a number of absences in relative short spells of time. Longer term absence (maternity leave, long term sick leave) should be covered by a teacher.</p> <p>Requires an enhanced DBS Clearance</p>
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Supporting Learning & Development	<ul style="list-style-type: none"> • Supervise pre-prepared activities and self-directed learning in the absence of the teacher to enable continuity of learning • Provide support and encouragement to pupils, and manage classroom organisation during the cover lesson • Manage the behaviour of pupils through the implementation of the school behaviour policy and practices, and encourage pupils to take responsibility for their own behaviour • Collect any completed work at the end of the lesson and return it to the appropriate person • Under the supervision of the SENCO/Lead GTA, support designated students/groups of students with their learning. • Assist the Office Team with basic administration.
Communication	<ul style="list-style-type: none"> • Establish rapport and respectful, trusting relationships and communicate effectively with pupils • Communicate pupil work as set out by the classroom teacher

	<ul style="list-style-type: none"> • Report back as appropriate using agreed referral procedure on the behaviour of the class
Sharing Information	<ul style="list-style-type: none"> • Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality • Provide feedback to teachers and other professionals as required • Participate in staff meetings
Safeguarding and Promoting the Welfare of Children & Young People	<ul style="list-style-type: none"> • To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate • Assist pupils with personal hygiene, first aid and welfare, including physical and medical needs, whilst encouraging independence
Administration / other	<p>Prepare the classroom/ resources for lessons, ensuring that resources are cleared away at the end</p> <ul style="list-style-type: none"> • Work as a GTA in support of the SEN department • Undertake administration and any other duties that might be reasonably required commensurate with the grade of the post • Supervise pupils and provide access arrangements for pupils sitting internal and external examinations ensuring that examinations comply with Examination Board Regulations • Participate in the school's procedures for appraisal, training and other learning activities
Data Protection	<ul style="list-style-type: none"> • To comply with the County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure • To work with colleagues and others to maintain health, safety and welfare within the working environment
Equalities	<ul style="list-style-type: none"> • Promote inclusion and acceptance of all pupils • Within own area of responsibility work in accordance with the aims of the equality Statement, treating individuals with respect for their diversity, culture and values
Flexibility	<ul style="list-style-type: none"> • North Yorkshire County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures
Customer Service	<ul style="list-style-type: none"> • The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment • The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values
Date of Issue:	