

Job Title: Teaching Assistant Cover Supervisor	Scale: Scale point 14 (Fixed)
Department: Support Staff	Basic hours: 30 hours a week, term time only 8.15am – 3.15pm, 1 hour unpaid break
Reports to: Operations Manager	Revision date: April 2014

### 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

THIS ORGANISATION IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF AND VOLUNTEERS TO SHARE THIS COMMITMENT THROUGH THEIR BEHAVIOUR AND PRACTICE.  
 ALL STAFF MUST AGREE TO ABIDE BY THE CONTENT OF THE STAFF HANDBOOK/CODE OF CONDUCT AND BY ACCEPTING A POSITION WITH POOLE HIGH SCHOOL CONFIRM THAT THEY HAVE READ THIS DOCUMENT.