



Parkwood Academy Job Description

POST TITLE

**SENIOR TEACHING ASSISTANT – LEVEL 3
(COVER SUPERVISOR)**

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

SCALE

Scp 17 - 22

ROLE PROFILE

LD3

GRADE

4

PURPOSE OF THE JOB

Supervision of whole classes during the short term absence of the class teacher under the guidance of teaching / senior staff, including implementation of work programmes, managing behavior and assisting in relevant activities.

RESPONSIBLE TO

Cover Manager

RESPONSIBLE FOR

N/A

RELEVANT
QUALIFICATIONS

Very good literacy and numeracy skills
NVQ3 for Teaching assistants or equivalent qualifications or experience
Training in the relevant learning strategies e.g. literacy and / or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, Maths, English, etc.
Appropriate first aid training.

Parkwood Academy recognise and value continued professional development and as such training opportunities will be made available as appropriate.

EMPLOYMENT DUTIES

The post holder must at all times carry out his/her responsibilities within the spirit of City Council and Academy policies and within the framework of the Education Act 2002 with particular regard to the regulations made under Section 133 and the statutory responsibilities of the Governing Bodies of Academies.

The main focus of this role will be the provision of cover for absent teachers, the job holder may be required to work across the Academy to support teachers in the development and delivery of learning for students.

1 SUPPORT FOR STAFF AND STUDENTS

1. Use specialist (curricular/learning) skills/training/experience to support students
2. Establish productive working relationships with students, acting as a role model and setting high expectations
3. Promote the inclusion and acceptance of all students within the classroom
4. Support students consistently whilst recognising and responding to their individual needs
5. Encourage students to interact and work co-operatively with others and engage all students in activities
6. Promote independence and employ strategies to recognise and reward achievement of self-reliance
7. Provide feedback to students in relation to progress and achievement
8. Work with the teacher to establish an appropriate learning environment
9. Work with the teacher in lesson planning, evaluating and adjusting lessons / work plans as appropriate.
10. Monitor and evaluate student responses to learning activities through observation and planned recording of achievement against predetermined learning objectives.
11. Provide objective and accurate feedback and reports as required, to the teacher on student achievement, progress and other matters, ensuring the availability of appropriate evidence
12. Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems / records as requested.
13. Undertake marking of students work and accurately record achievement / progress.
14. Promote positive values, attitudes and good student behavior, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behavior.
15. Liaise sensitively and effectively with parents / carers as agreed with the teacher within your role / responsibility and participate in feedback sessions / meetings with parents with, or as directed.
16. Administer and assess routine tests and invigilate exams / tests

17. Provide general clerical / admin support e.g. administer coursework, produce worksheets for agreed activities etc.

2 SUPPORT FOR THE CURRICULUM

1. Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
2. Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
3. Support the use of ICT in learning activities and develop students' competence and independence in its use
4. Help students to access learning activities through specialist support
5. Determine the need for, prepare and maintain general and specialist equipment and resources

3 SUPPORT FOR THE ACADEMY

1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
2. Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
3. Contribute to the overall ethos/work/aims of the Academy
4. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students
5. Attend and participate in regular meetings
6. Participate in training and other learning activities as required
7. Recognise own strengths and areas of expertise and use these to advise and support others
8. Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
9. Undertake planned supervision of students' out of Academy hours learning activities
10. Supervise students on visits, trips and out of Academy activities as required
11. Any other related duties as they may arise as is appropriate to the grade and role.

All duties and responsibilities to be carried out in accordance with the Academy Policies, standing orders and current legislation with an emphasis on customer care, equal opportunities, data protection and health safety.