



**Boroughbridge**  
High School

# Cover Supervisor/General Teaching Assistant

Term Time Only (Plus 5 Professional Development Days).

NYCC Grade CD: Scp 5–6 (£18,169 - £18,473 actual)

Permanent

Immediate Start

33 hours per week (Monday to Friday)

Contributory pension scheme, employee discounts and generous holidays

Boroughbridge High School are currently seeking to recruit a Cover Supervisor/General Teaching Assistant to join our Cover Supervisor Team. This post will be for 33 hours per week, term time only including training days. Experience in working with children and/or curriculum subjects would be an advantage.

The post is primarily to provide cover for absent teaching staff. Work is essentially supervisory in nature, allocating pre-prepared work, 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.

Working hours for this post are 33 per week

8.45am - 3.40pm 4 days per week

8.45am - 4.10pm 1 day per week.

Each day includes a 25-minute lunch break

In return, we offer a competitive salary, an Employee Discount Scheme and access to a contributory local pension scheme.

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment.

An Enhanced DBS check will be required for this post.

**Closing date:** Midday, Monday 10<sup>th</sup> June 2024

**Interviews:** to be confirmed

For an application form please visit our school website.

Completed application forms should be returned via email to

[vacancies@boroughbridgehigh.com](mailto:vacancies@boroughbridgehigh.com) or by post to Boroughbridge High school, Wetherby Road, Boroughbridge, YO51 9JX and marked for the attention of Wendy Firth

*Please note that CVs will not be accepted.*



# Information on How to Apply

Please download an application form and complete.

Please use the section 16 “Supporting Evidence” on the application form to demonstrate how you can meet the criteria given in the advert.

Please note CVs will not be accepted. Please do not enclose a covering letter as this will not form part of your application.

We are committed to safeguarding and promoting the welfare of young people and expect all members of staff to share this commitment.

Closing date: **Midday, Monday 10<sup>th</sup> June 2024**

Interviews: to be confirmed

An Enhanced DBS disclosure is required for this post through North Yorkshire County Council. This will be arranged for the successful applicant.

Completed application forms should be returned via email to

[vacancies@boroughbridgehigh.com](mailto:vacancies@boroughbridgehigh.com)

or by post to Boroughbridge High school, Wetherby Road, Boroughbridge, YO51 9JX and marked for the attention of Wendy Firth.

Thank you for your interest in this post. If you have not heard from us within 21 days of the closing date, please assume your application has been unsuccessful. In that event, may we wish you well in your search for a suitable position.

BOROUGHBRIDGE HIGH SCHOOL

ED20080

*All job descriptions will be reviewed annually & set in the context of the school's aims & current development plan*

## BOROUGHBRIDGE HIGH SCHOOL

### JOB DESCRIPTION

<b>POST:</b>	Cover Supervisor/General Teaching Assistant
<b>GRADE:</b>	CD – Scp 5–6 (£18,169 - £18,473 actual)
<b>CONTRACT TERM:</b>	Permanent - Term time only plus 5 professional development days
<b>HOURS OF WORK:</b>	33 hours per week (Monday – Friday)
<b>RESPONSIBLE TO:</b>	Deputy Headteacher & Cover Manager
<b>STAFF MANAGED:</b>	N/A
<b>JOB PURPOSE:</b>	<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</p>
<b>JOB CONTEXT:</b>	<p>Cover should only be used for <b>short term absence</b>. 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>
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
<b>Supporting Learning &amp; Development</b>	<ul style="list-style-type: none"> <li>Supervise pre-prepared activities and self-directed learning in the absence of the teacher to enable continuity of learning</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide support and encouragement to pupils, and manage classroom organisation during the cover lesson</li> <li>• 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</li> <li>• Collect any completed work at the end of the lesson and return it to the appropriate person</li> <li>• Under the supervision of the SENCO, support designated students/groups of students with their learning.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Establish rapport and respectful, trusting relationships and communicate effectively with pupils</li> <li>• Communicate pupil work as set out by the classroom teacher</li> <li>• Report back as appropriate using agreed referral procedure on the behaviour of the class</li> </ul>
<b>Sharing Information</b>	<ul style="list-style-type: none"> <li>• Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality</li> <li>• Provide feedback to teachers and other professionals as required</li> <li>• Participate in staff meetings</li> </ul>
<b>Safeguarding and Promoting the Welfare of Children &amp; Young People</b>	<ul style="list-style-type: none"> <li>• To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate</li> <li>• Assist pupils with personal hygiene, first aid and welfare, including physical and medical needs, whilst encouraging independence</li> </ul>
<b>Administration / other</b>	<p>Prepare the classroom/ resources for lessons, ensuring that resources are cleared away at the end</p> <ul style="list-style-type: none"> <li>• Work as a GTA in support of the SEN department</li> <li>• Undertake administration and any other duties that might be reasonably required commensurate with the grade of the post</li> <li>• Supervise pupils and provide access arrangements for pupils sitting internal and external examinations ensuring that examinations comply with Examination Board Regulations</li> <li>• Participate in the school's procedures for appraisal, training and other learning activities</li> </ul>
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>• To comply with the Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• 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</li> <li>• To work with colleagues and others to maintain health, safety and welfare within the working environment</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>• Promote inclusion and acceptance of all pupils</li> <li>• 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</li> </ul>
<b>Flexibility</b>	<ul style="list-style-type: none"> <li>• North Yorkshire 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</li> </ul>

	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 Council Policies and Procedures
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• The 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</li> <li>• The 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</li> </ul>
<b>Date of Issue:</b>	May 2024

## **BOROUGHBRIDGE HIGH SCHOOL**

### **PERSON SPECIFICATION**

**JOB TITLE: Cover Supervisor/General Teaching Assistant**

<b>Essential upon appointment</b>	<b>Desirable on appointment</b> (if not attained, development may be provided for successful candidate)
<b>Knowledge</b> <ul style="list-style-type: none"><li>• Good numeracy / literacy skills</li></ul>	<ul style="list-style-type: none"><li>• Good understanding of child/young people's development and learning processes</li><li>• Understanding of classroom roles and responsibilities</li><li>• Working knowledge of relevant policies and legislation e.g. child protection and health &amp; safety</li><li>• Knowledge of behaviour management techniques</li><li>• </li></ul>
<b>Experience</b> <ul style="list-style-type: none"><li>• Experience of working with Children &amp; Young People</li></ul>	<ul style="list-style-type: none"><li>• Managing student behaviour</li></ul>
<b>Qualifications</b> <ul style="list-style-type: none"><li>• Level 2 qualification in English and Maths at Grade C or equivalent</li></ul>	
<b>Occupational Skills</b> <ul style="list-style-type: none"><li>• Good written and verbal communication skills: able to communicate effectively with all children, young people, families and carers</li><li>• Demonstrable ICT skills</li></ul>	
<b>Personal Qualities</b> <ul style="list-style-type: none"><li>• Ability to work successfully in a team</li><li>• Willing to learn and develop new skills</li><li>• Confidentiality</li></ul>	

<b>Essential upon appointment</b>	<b>Desirable on appointment</b> (if not attained, development may be provided for successful candidate)
<b>Other Requirements</b> <ul style="list-style-type: none"> <li>• Enhanced DBS Clearance</li> <li>• To be committed to the school's policies and ethos</li> <li>• To be committed to Continuing Professional Development</li> <li>• Motivation to work with children and young people</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li> <li>• Emotional resilience in working with challenging behaviours and attitudes</li> <li>• Ability to use authority and maintaining discipline</li> </ul>	