



Job Description

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

Job title	Teaching Assistant Level 3/ Cover Supervisor
Reporting to	Assistant Headteacher
Main purpose	<ul style="list-style-type: none">• To deliver planned lessons to designated classes• To support, deliver and supervise individuals and groups of children under the direction of the SENDCO, Head of Department or a classroom teacher• To assist in the support and integration of children with Special Needs and/or disabilities within a mainstream school• To assess pupils' work under the guidance of the lead teacher
Key responsibilities:	
<ul style="list-style-type: none">• To provide classroom supervision in the absence of members of the teaching staff and ensure that pupils continue their learning under these circumstances• To explain clearly to pupils the work set by the teacher and to help pupils with organisation of resources• To set challenging and demanding expectations and promote, resilience self-esteem and independence• To contribute to lesson planning, evaluating and adjusting lessons/work plans as appropriate• To undertake the marking of pupils' work against an agreed marking scheme under the direction of the teacher• To provide feedback to pupils in relation to progress and achievement under guidance of the teacher/lead staff• To ensure there is a prompt and orderly start to the lesson and that pupils are dismissed according to the school's policy• To complete the class register at the beginning of the lesson• To deal with any immediate problems or emergencies according to the school's policies and procedures• To provide specialist support to pupils with barriers to learning on a one to one basis, in a small group in or out of the classroom, including the school's Inclusion area• To contribute to the review of pupils' needs and assist with the development and implementation of individual education/behaviour plans and personal care programmes• If required, to take on the role as Transition Tutor or Inclusion Tutor	

- To liaise sensitively and effectively with parents/carers as agreed with the Head of Department within role/responsibility and participate in feedback sessions/meetings with parents/carers under the teacher's supervision
- If required, to take on the role as Form Teacher
- To undertake a First Aid qualification
- To use specialist skills/training/experience to provide particular support for pupils, ensuring their safety and access to learning activities
- To support the delivery of literacy/numeracy programmes, effectively utilising all alternative learning opportunities to support extended development
- To support pupils during formal examinations in roles such as being a reader or a scribe
- To attend training as required
- To support whole school events
- To assist with the supervision of pupils in non-teaching times, including before and after school and at lunchtime
- To accompany teaching/ lead staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher/lead staff
- To undertake duties as can be reasonably expected by the Headteacher

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school's Performance Review and Career Development Programme for support staff
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Promote the area of responsibility within the school and beyond
- Represent the school at events as appropriate
- Support and promote the school's ethos
- Undertake any other duties and responsibilities as required that are covered by the general scope of the post
- Undertake any other reasonable duties at the request of the Headteacher

All post holders must comply with The Dean Trust professional standards for leaders and managers. The job description will be reviewed as necessary as part of the Performance Management process and is subject to modification and amendment at any time after consultation with the post holder.