

Senior Educational Teaching Assistant (Cover Supervisor) - Grade 8

Job purpose

You will work as part of a team including teachers and other support staff to support the learning and welfare of all pupils/students. In your role you will provide practical support for learning, educational activities, developing social skills, integration and for securing pupils' physical and emotional well-being.

In your role, you will help support the teaching and learning strategies within school by:

- Provide short term cover in the absence of the classroom teacher which involves the supervision of pre-set learning activities and working within professional standards.
- Utilise your knowledge and expertise to ensure a secure learning environment for pupils who are fully supported and successfully engaged in educational and learning activities.
- Apply your understanding and knowledge in the use of a range of strategies to deal with classroom behaviour as a whole and also individual behavioural needs.

Responsible for the supervision and co-ordination of other Support Staff, providing guidance and direction, including the monitoring of standards and good practice.

On the occasions where you are not needed to provide cover supervision you will provide additional support to teachers in classrooms or working with pupils in a smaller group or one to one basis.

Key areas of responsibility and expectations

- Carry out your duties under the guidance of Class Teacher/Senior Leaders and in line with the school's policies, procedures, relevant legislation, and requirements
- Work professionally and be a positive role model, upholding and exemplifying the school values.
- Develop positive and professional relationships with colleagues, pupils, parents and work effectively with other professionals, stakeholders and in multi-agency situations.
- Communicate your knowledge and understanding of pupils to other school staff and education, health, and social care professionals, so that informed decision making can take place on intervention and provision.
- Develop positive professional relationships with colleagues including, recognise and respect the role and contribution of colleagues, parents and stakeholders.
- Take responsibility for your own professional development and participate in relevant training/CPD to improve practice, through observation, reflection, evaluation and discussion with colleagues as required by Head Teacher.
- Keep your knowledge and understanding relevant and up to date by reflecting on your own practice, liaising with Head Teacher, and identifying relevant professional development to improve personal effectiveness.

- Actively support the school's commitment to safeguarding and promoting the welfare of children and young people by following relevant statutory guidance along with the school's policies and practices. Refer to the school's website for further information.

Teaching Learning Support

- Contribute to effective assessment and planning, which will include monitoring, recording and reporting on pupil progress and achievements.
- Utilise your knowledge of Child Development, Learning and Special Educational Needs to adapt and personalise interventions to support a diverse range of needs of pupils.
- Undertake duties in accordance with school practices and procedures, ensuring the job holder actively upholds and promotes the philosophies of the school.
- Be familiar with the full range of school policies, particularly those regarding health and safety, safeguarding and special educational needs.
- Assist in training new and temporary members of the team, particularly on the behavioural management strategies followed by the teacher.
- Provide objective and accurate feedback and reports as required to the teacher on pupil achievement, progress, personal care needs and other matters, ensuring the availability of appropriate evidence.
- Deal with any immediate problems or emergencies in according to the schools' policies and procedures.
- Report back as appropriate on the behaviour of pupil during the class and any issues arising.

Pupil/Student Support and Supervision

- Manage the behaviour of pupils whilst they are undertaking their work to ensure a constructive environment in support of learning.
- Use behaviour management strategies i.e. de-escalation techniques and Team Teach, when necessary to ensure the safety of pupils and others.
- Respond to any questions from pupils about process and procedures.
- Supervise the pupils on school site during mid-day break in a range of activities both indoors and outdoors.

When not undertaking Cover Supervision you will be required to provide support to class teachers, for example:

- Under the guidance of the Class Teacher/Line Manager to plan and monitor pupils learning. Ensuring the progress is clearly recorded in the relevant systems and relates to the learning objectives/goals for pupils.
- Provide one to one support to pupils or working with groups of pupils on pre-planned activities, to reinforce the Teacher's approach.
- Assist, where required, in the planning of learning activities.
- Ensure equipment or materials are suitable for the learning activities. Prepare materials and teaching aids where necessary.
- Work with individuals or groups of pupils in the use of ICT and other relevant resources to support learning.
- Participate in and assist in supervision of educational visits, in conjunction with the Teacher/Line Manager.

Management of Staff

- Assist in the co-ordination of a team of educational teaching assistants, educational support assistants and/or helpers and for ensuring they receive training necessary to undertake duties in accordance with the teaching strategies and procedures of the school.
- Provide guidance and appropriate leadership to staff relating to performance management, referring complex issues and matters of discipline etc. to Senior Leader, as required.
- Consult and attend meetings with Senior Leader regarding staffing arrangements and relief cover as required.

Employee Specification

To be shortlisted for the role, please demonstrate on your application form how you currently meet the “Essential” criteria, and the “Desirable” criteria wherever possible.

Knowledge, qualifications, skills and experience	Shortlisting criteria
Previous experience of working with children/young people preferably in a school environment.	Essential
Minimum GCSE Grade 4 in English and Maths or able to demonstrate equivalent skills.	Essential
NVQ Level 3 ('A' Level) or able to demonstrate equivalent level.	Essential
Professional qualification applicable to the role (e.g. Level 3 Supporting Teaching & learning in school) or able to demonstrate equivalent skills.	Essential
Experience of developing and delivering pre-set learning activities.	Essential
Experience of using IT and appropriate technology to support learning, and to provide accurate recording and management information.	Essential
Understanding of relevant policies/codes of practice and awareness of relevant legislation.	Essential
Understanding of the National Curriculum, child development and learning strategies.	Essential
Commitment to ongoing training and development.	Essential
Accepts an enhanced DBS and barred list check is required. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.	Essential
Accepts standard screening plus any other medical screening as decided by the occupational health physician, appropriate to occupational risk. Any offer of employment is subject to satisfactory health clearance.	Essential

The following criteria's which may involve written exercises, group discussions, presentations, interview etc. will be tested after the initial shortlisting and during the recruitment process.

Ability to support pupils with their learning and to produce detailed reports, collate information and keep accurate records.
Understanding of school routines, relevant policies and codes of practice.
Ability to work with the whole school team and engage professionally with pupils, colleagues, parents, stakeholders and professionals.
Ability to deliver pre-planned activities.
Understanding of Child Protection, safeguarding policies and procedures.
Ability to work with children/ young people who exhibit challenging behaviour.
Ability to supervise staff including performance management and training.

General information

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge and remit of the job.

For Office Use Only:

Job Category	SCHOOLS (Maintained)	Grading ID	41220
Last Updated	June 2024		

Contractual Variants

DBS Category	Children's Workforce	DBS Type	Enhanced + Child Barred List
Health Check	Yes	Other	Standby
Checked by HR	Yes		