

CHRIST THE KING CATHOLIC HIGH SCHOOL

JOB DESCRIPTION	
JOB TITLE:	COVER SUPERVISOR (Teaching Assistant 3)
GRADE:	Grade 6 SCP 11 – 19 (£24054 - £27852)
CAR USER:	No
LOCATION:	Christ the King Catholic High School
RESPONSIBLE TO:	Deputy Head & Business Manager
STAFF RESPONSIBLE FOR:	None
JOB PURPOSE:	The main objectives to be achieved by the Postholder
<p>To contribute positively to student behaviour and to the effectiveness of student learning through providing cover for absent teachers.</p> <p>When cover not needed, to work collaboratively with the SEN Department in meeting the personal, social and curriculum related needs of students with special needs and/or bilingual needs, and to establish positive relationships with students.</p>	
MAIN ACTIVITIES	<p>What the Postholder will actually do</p> <p>What prescribed duties the postholder will have</p>
<p>In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with the lower graded Teaching Assistant posts</p> <p>Support for Students</p> <ul style="list-style-type: none"> – To work collaboratively with the teacher in the planning, development, delivery and evaluation of the effectiveness of the curriculum for student(s) and to differentiate curriculum content according to the needs of student(s). – To implement specific programmes with individual students or small groups appropriate to the developmental needs of individual children throughout different curriculum areas. – To be fully involved in the planning and development, of independent social and interpersonal skills and to undertake activities to support the personal, social and emotional needs of student(s). – To assist in the devising of student's individual targets and their monitoring and review. – To support students as part of a planned inclusion programme. – To develop positive relationships with students and staff to assist student progress and attainment. – To record work on a regular basis and to prepare reports termly or as required. – To assist in the specific medical/care needs of students when specific training has been undertaken. <p>Support for the Teacher</p> <ul style="list-style-type: none"> – To monitor individual students progress and to report on students needs, achievements and concerns. 	

MAIN ACTIVITIES	What the Postholder will actually do What prescribed duties the postholder will have
	<ul style="list-style-type: none">- To assist in student supervision and the management of student behaviour.- To undertake classroom administrative tasks including maintenance records.- To provide ideas, resources and learning strategies for lessons- To liaise with parents and outside agencies, where appropriate.- Undertake marking of students work and record achievement.- Administer tests and assist in the invigilation of exams.- Assist in the supervision of children on trips/visits. <p>Support for the School</p> <ul style="list-style-type: none">- To assist in providing a purposeful, orderly and supportive environment for learning.- To support the promotion of positive relationships with parents and outside agencies.- To work within school policies and procedures.- To attend staff training/meetings as appropriate.- To take care for their own and other people's health and safety.- To liaise with the School's appropriate person with regard to the ordering supplies and equipment, if necessary- Monitor and manage stock, if necessary within an agreed budget, cataloguing resources and undertaking audits as required.- To be aware of the confidential nature of issues related to home/student/teacher/school work.- Assist in the supervision, training and development of other members of staff.- To undertake cover supervision for whole classes. <p>Support for the Curriculum</p> <ul style="list-style-type: none">- To be familiar with the content of the school curriculum.- To assist in the delivery of appropriate programmes of work.- To support the use of ICT in learning activities.
Note:	In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.
Agreed by: SNC/AL	Date: November 2022

CHRIST THE KING CATHOLIC MATHS AND COMPUTING COLLEGE

Person Specification Form

Title of Post Teaching Assistant - Level 3

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
<p>Qualifications NVQ level 3 qualification (or equivalent) - In exceptional circumstances, where local circumstances dictate, qualifications may be viewed as desirable.</p> <p>Experience Experience of working with children Experience of working in a relevant classroom/service environment Experience of Administrative work Experience of supporting students with challenging behaviour</p>	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p>	<p>A</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
<p>Knowledge/skills/abilities Ability to relate well to children Ability to work as part of a team Good communication skills Ability to relate well to parents/carers Ability to supervise and assist students Time management skills Organisational skills Knowledge of classroom roles and responsibilities Knowledge of the concept of confidentiality Administrative skills Knowledge of Foundation Stage/National curriculum Knowledge of numeracy and literacy strategies Ability to make effective use of ICT Ability to assess children's development Ability to plan and deliver work programmes Flexible attitude to work</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
<p>Other Commitment to undertake in –service development</p>	<p>E</p>	<p>A/I</p>
<p>Special Requirements</p>		