

**PONTARDDULAI COMPREHENSIVE SCHOOL
JOB DESCRIPTION**

PONTARDDULAI COMPREHENSIVE SCHOOL

POST TITLE: Cover Supervisor
Teaching Assistant Level 3

POST NUMBER: ED.72277

SALARY/GRADE: Grade 5 SCP 7-9

JOB PURPOSE:

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes during the short-term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task. Cover Supervisors will need to respond to questions and generally assist pupils to undertake set activities.

SUPPORT FOR PUPILS:

- Use specialist (curricular/learning) skills/training/experience to support pupils.
- Assist with the development and implementation of IEPs.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.

SUPPORT FOR TEACHER:

- Work with the teacher to establish an appropriate learning environment.
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.

- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
- Undertake marking of pupils' work and accurately record achievement/progress.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- 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.
- Administer and assess routine tests and invigilate exams/tests and routine marking of papers.
- Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc.

SUPPORT FOR CURRICULUM:

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- 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.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Help pupil to access learning activities through specialist support.
- Determine the need for, prepare and maintain general and specialist equipment and resources.

SUPPORT FOR SCHOOL:

- 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.
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Undertake planned supervision of pupils' out of school hours learning activities.
- Supervise pupils on visits, trips and out of school activities as required.

GENERAL DUTIES:

- To ensure that all activities are carried out in accordance with Equal Opportunities legislation and the City and County of Swansea Equal Opportunity Policy.
- To undertake the Personal Health and Safety responsibilities within the HASAWA 1974.
- To undertake any other duties as may reasonably be required commensurate with the level of the post.
- The Authority retains the right to implement changes in job descriptions to reflect changes in the demands of the post and this will be done in consultation with you.

**PONTARDDULAI COMPREHENSIVE SCHOOL
PERSON SPECIFICATION**

PONTARDDULAI COMPREHENSIVE SCHOOL

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| POST TITLE: | Cover Supervisor Teaching Assistant Level 3 |
| POST NUMBER: | ED.72277. Cover Supervisor |
| SALARY/GRADE: | Grade 5 SCP 7-9 |

EXPERIENCE:

- Experience working with children of relevant age.

QUALIFICATIONS:

- Very good numeracy/literacy skills.
- NVQ 3 for Teaching Assistants or equivalent qualification or experience.
- Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area e.g. bi-lingual, Sign Language, Dyslexia, ICT, Maths, English, CACHE etc.
- Appropriate first aid training.

KNOWLEDGE/SKILLS:

- Can use ICT effectively to support learning.
- Use of other equipment technology - video, photocopier.
- Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.
- Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies.
- Understanding of principles of child development and learning processes.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Ability to relate well to children and adults.
- Work constructively and flexibly as part of a team, understanding classroom roles and responsibilities and your own position within these.

Special Requirement

The School in line with the Local Authority Corporate Safeguarding Policy is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. The Authority expects all staff to undertake and keep up to date with mandatory safeguarding training for the both the protection of children and adults.

This post requires an Enhanced Level of DBS. The successful candidate will need to complete a satisfactory DBS check. Further information about the Disclosure Scheme is available at <https://ccos-powyscountycouncil.employmentcheck.org.uk/> or from the Personnel/HR section from Civic Centre, Swansea.

Name:

Signed:

Date: