



Cover Supervisor / Class TA

Grade: H4

Main purpose

Combined Class Teaching Assistant and Cover Supervisor Role

This is a combined role. The postholder will work as a class Teaching Assistant when cover supervision is not required and will undertake Cover Supervisor duties as directed by the school, including providing cover during teachers' planned PPA time and short-term planned or unplanned absence.

Cover Supervisor

To supervise whole classes undertaking learning activities that have been planned and prepared by a teacher.

Class Teaching Assistant

To support pupils' teaching, learning and wellbeing under the direction of the class teacher, working with individuals, groups or the whole class as required.

Key responsibilities

Cover Supervisor

1. Supervise pre-prepared activities and self-directed learning in the short-term planned/unplanned absence of teachers to provide continuity of learning for pupils.
2. Prepare the classroom/outside areas for lessons, ensuring that resources are available and cleared away at the end of the lessons as appropriate.
3. Manage the behaviour of pupils whilst they are undertaking work.
4. Collect any completed work after the lesson and return it to the appropriate teacher.
5. Report back as appropriate using agreed referral procedures on the behaviour of pupils during the class, and any issues arising.

Teaching Assistant

1. Support pupils' learning under the direction of the class teacher, working with individuals and groups as required.
2. Assist pupils in accessing learning activities, adapting resources and providing appropriate support in line with their individual needs.
3. Promote positive behaviour, independence, inclusion and engagement by reinforcing the school's expectations and agreed approaches.
4. Provide the class teacher with relevant feedback on pupils' participation, progress, understanding and any concerns arising during learning activities.
5. Support pupils' personal, social and emotional development, welfare and safety, in accordance with the school's safeguarding and inclusion procedures.
6. Administer basic first aid
7. Assist with break-time and lunch time supervision including facilitating games and activities and support in the dining hall.

Teaching Assistants in this role may also undertake some or all of the following:

1. Record basic pupil data.
2. Assist with escorting pupils on educational visits.
3. Support pupils in using basic ICT.
4. Invigilate exams and tests.
5. Attend to pupils' personal care needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters. This may include intimate care.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Job Context

- The job is to provide cover for whole classes during the short-term absence of a teacher. The teacher may be absent on sick leave or to participate in professional development or to attend a meeting, or to allow time for planning, preparation or assessment.
- Works under the general direction of a teacher. Makes independent decisions about the management of pupils undertaking pre-prepared learning activities referring complex decisions to a teacher.
- Supervises pre-prepared learning activities to groups, classes of pupils assessing behaviour and ensuring continuity of learning in the absence of a teacher.
- Responsible for the safety and wellbeing of pupils in classroom.

Knowledge, Skills & Abilities

- Working at or towards the national occupational standards (NOS) in Supporting Teaching and Learning reflected in the mandatory and relevant optional units of the level 3 NVQ and Level 3 diploma in specialist support for teaching and learning on the Qualification and Credit Framework or equivalent experience.
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety.
- Knowledge of procedures for supervising pre-prepared learning activities, providing feedback.
- Specialist knowledge of behaviour management and training in behaviour management techniques.
- Resolves problems in relation to pre-prepared learning activities and pupil behaviour.
- Communicates with pupils to undertake pre-prepared learning materials and supervise self-directed learning.
- Requires developed skills to motivate and stimulate learning and ensure appropriate behaviour.
- Some demand for precision. Setting up and use of educational equipment and/or keyboard skills.

Supervision

- The jobholder will usually be managed by a member of the school's senior management team but may work with several teachers.
- Works under the general direction of a teacher. Makes independent decisions about the management of pupils undertaking pre-prepared learning activities referring complex decisions to a teacher.
- May demonstrate own duties to new or less experienced staff.

Problems, Demands & Decisions

- Follows detailed instructions and/or is closely supervised with little scope for discretion; problems are generally referred.
- Working with groups and whole classes of pupils where work is regularly interrupted, although this does not normally require switching from one activity to another.
- Regularly exposed to emotionally demanding behaviours and situations as a result of attending to pupils' personal needs and assisting with behaviour management.

Dimensions

- No responsibility for financial resources.

- May be issued with a laptop where appropriate, other equipment in use will likely be for short term use to aid teaching and learning.
- Responsible for the careful and safe use of equipment such as standard ICT equipment.
- Maintains records of work done during cover supervision periods.

Physical Effort

- Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads.

Working Environment

- Work is normally carried out in the classroom or similar environment, which may sometimes involve exposure to noise or other unpleasant conditions.