

**ATKINSON HOUSE SCHOOL****JOB DESCRIPTION FOR :****ISSUED :** xx / yy / 2010**POST:** **TEACHING ASSISTANT – SEN /  
COVER SUPERVISOR (LEVEL 3)****BAND:****HOURS** **37HOURS PER WEEK, 190 TEACHING DAYS + 5  
PROFESSIONAL DEVELOPMENT DAYS****RESPONSIBLE TO:** **SENIOR TEACHING ASSISTANT  
DEPUTY HEAD TEACHER (PEOPLE)****RESPONSIBLE FOR:** **NO OTHER STAFF****JOB PURPOSE:****WITHIN THE TEACHING ASSISTANT (SEN) ROLE:** To work under an agreed system of supervision and take the lead role within the school to address the needs of pupils who need particular help to overcome barriers to learning.**WITHIN THE COVER SUPERVISOR ROLE:** To work under the guidance of teaching / senior staff and within an agreed system of supervision, to supervise whole classes during the short term absence of the class teacher. The primary focus will be to maintain good order and keep pupils on task. Staff involved in cover supervision will be expected to respond to pupils questions and generally support pupils in learning activities in line with school's policies and procedures.**PRINCIPAL DUTIES AND RESPONSIBILITIES****Cover Supervisor Role**

1. Within an agreed framework of supervision, during the short term absence of the classroom teacher, supervise and support pupils undertaking work and support work to establish an appropriate learning environment.
2. To undertake activities, as directed by the teacher, with whole classes, individuals or small groups of pupils.
3. Manage pupil behaviour and deal promptly with conflicts and incidents in line with school policy.
4. Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against agreed, predetermined, learning objectives.
5. Provide the class teacher with accurate and objective feed back on pupil progress and other matters.

6. Undertake the maintenance of pupils' records and accurately record achievement.
7. Gather information from parents and carers as directed.
8. Establish constructive relationships with parents and carers and participate in feedback sessions as directed.
9. Administer and mark tests and invigilate exams.
10. Undertake the marking of pupils' work.
11. Undertake the marking of pupils' work.

### **Support for Pupils**

1. Use specialist skills, training, or experience to support pupils learning.
2. Encourage pupils to engage in, and participate in learning activities lead by the teacher.
3. Assist with the development and implementation of IEP's.
4. Provide pastoral support for pupils.
5. Supervise pupils excluded from, or otherwise not working to their normal lesson timetable.
6. Establish productive relationships with pupils, acting as a role model and responding to the needs of each individual pupil, acting as a role model and setting high expectations.
7. To actively promote inclusive practice within the classroom setting to ensure acceptance of, and by, all pupils.
8. Encourage pupils to play and interact with one another.
9. Support pupils consistently whilst recognising and responding to their individual needs.
10. To have challenging expectations that encourages pupils to act age appropriately, independently and build self esteem.
11. Provide feedback to pupils in relation to progress, achievement and attendance.
12. Attend to pupils' personal needs and provide advice to assist in their social, health and hygiene development.
13. Provide support for pupils with special educational needs.
14. To act as a co-tutor for a class of pupils.

### **Support for the Teacher**

1. Liaise with relevant agencies / bodies to gather pupil information.
2. Within an agreed system of supervision, plan challenging teaching and learning objectives and evaluate and adjust learning plans as appropriate.
3. Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against agreed, predetermined, learning objectives.
4. Provide the teacher with accurate and objective feedback on pupil progress and other matters, ensuring the availability of supporting evidence.
5. Manage the maintenance of pupils' records and accurately record achievement.
6. Support the teacher in the management of pupil behaviour.
7. Establish constructive relationships with parents and carers and participate in feedback sessions as directed.

8. Assist in the development, implementation and monitoring of systems relating to pupil attendance and reintegration.
9. Provide administrative support to teacher in the preparation of reports on pupils including:
  - Analysis of attendance data
  - Compilation of data
  - Making telephone calls

### **Support for the Curriculum**

1. Implement learning activities to pupils within an agreed framework of supervision, adjusting activities to meet pupil needs.
2. Advise on appropriate deployment and use of specialist equipment or resources.
3. Implement agreed teaching programmes, adjusting activities according to pupil responses and needs.
4. Help pupils to understand instructions.
5. Implement local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
6. Support use of ICT in learning and develop pupils' competence and independence in its use.
7. Help pupils access learning activities through specialist support.
8. Determine the need for, prepare and maintain equipment and resources required to meet learning activities and assist pupils in their use.

### **Support for the School**

1. Comply with all school policies especially:
  - Behaviour Policy
  - Health and Safety
  - Equal Opportunities
  - Safeguarding inc. e-safety
  - Confidentiality and data protection.
2. Work in such a manner as to promote the ethos and vision of the school.
3. Participate in training and development, and activities that contribute to the management of performance, including Performance Management.
4. Assist with the management of pupils outside the classroom e.g. lunch times and outside the school e.g. school trips as directed by the class teacher and member of the school's management.
5. Attend and participate in regular meetings.
6. Assist in the development of multi agency contacts to support the learning and development of pupils.
7. To undertake other duties and responsibilities as required commensurate with the grade of the post.

**We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to do the same**

**This job description should be read in conjunction with “Job Profile TA(SEN)(2)”.**