Severndale
Specialist Academy

JOB DESCRIPTION

Cover Supervisor / Teaching Assistant

Severndale Specialist Academy Vision:

Our children and young people are aged 2 ½ to 19 and have a range of learning difficulties. These include moderate, severe, complex and profound learning difficulties, those with autism, complex medical conditions and physical and mobility difficulties. A number of our young people present behavioral difficulties arising from their condition; many have communication difficulties.

EVERYONE VALUED….EVERYONE INCLUDED….EVERYONE LEARNING

Purpose of the Post:

The purpose of this post is to supervise students in the absence of the Class Teacher. When not covering lessons, the Cover Supervisor will be engaging in the activities of a Teaching Assistant by effectively provide teaching assistance to our students, ensuring that the direction of the teaching staff is carryout and implement agreed work, care and support programmes with individuals or groups. The successful candidate will be self-motivated and strive to inspire and achieve the very best outcomes.

Personal Skills required:

- Organised with good time-management skills
- Excellent communication skills with students who have speech and language difficulties
- Ability to work independently and as part of a team
- Ability to monitor student progress
- Positive and enthusiastic when faced with challenges

Duties and Responsibilities will include:

Cover Supervisor

- Supervise students who are undertaking work that has been set in accordance with the school policy so that teaching and learning continues in the absence of the Class Teacher
- To manage the behaviour of students whilst they are undertaking their work to ensure a constructive environment
- To respond to any questions from students so they can continue with their set work
- To deal with any immediate problems or emergencies in accordance with the school's policies and procedures to ensure that student/employee safety is assured
- To collect any completed work after lessons and ensure it is returned to the relevant member of staff
- To report back, using the school's referral procedures, on the behaviour of students during class and any issues arising so that the relevant member of teaching staff is fully aware of the situation
- To use ICT effectively to support learning activities

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- To be responsible for the organisation, setting out and clearing away of resources to create a purposeful, attractive learning environment
- To supervise entry and departure of students from class
- To record attendance at lessons when required
- To supervise students on planned trips and visits
- To provide cover for Teaching Assistants

Student Assistance

- Attend to students personal needs, and assist with the development and implementation of Individual Education, Behaviour and Personal Care programmes
- Supervise and support students, ensuring their safety and access to learning
- Establish constructive relationships with students and interact with them according to their individual needs
- Promote the inclusion and acceptance of all students
- Encourage students to interact and work co-operatively with others, and engage in learning activities
- Within the context of teacher-led planning set challenging and demanding expectations for students and promote self-esteem and independence
- Provide feedback to students in relation to progress and achievement under the guidance of the teacher

Teacher Assistance

- Assist with the planning of learning activities
- Use strategies in liaison with the teacher to support students to achieve learning goals
- Prepare the classroom as directed for lessons and clear afterwards. Assist with the display of students work
- Ensure the timely and accurate design, preparation and use of specialist equipment, resources and materials
- Monitor students responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils achievement, progress and problems
- Maintain records as requested
- Administer routine tests, invigilate exams and undertake routine marking of students work, accurately recording achievement and progress
- Promote good student behaviour, dealing with challenging behaviour in line with established policy and individual plans and encourage students to take responsibility for their own behaviour
- Provide general clerical and administrative support

Other Duties

- Support students understanding through use of appropriate communication

- Undertake structured and agreed learning activities and teaching programmes, adjusting activities according to student responses
- Support students in using ICT and develop students competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans and relevant learning activities and assist students in their use
- Assist with the supervision of students out of lesson times, including before and after school and at lunchtimes
- Accompany teaching staff and students, as appropriate on visits, trips and out of school activities and supervise small groups of students on specific educational visits

Reporting

- Line Manager: Class Teacher

Benefits of the Post:

1.The grade of the post is: Scale 3, Point 5 with a progression scale to Point 6
2.The hours of work are: 32.5 hours per week, Term Time plus 1 week
3.Continual Personal Development

The above job description does not define in detail all of the duties and responsibilities of the post in question. It may be necessary to re-evaluate areas of responsibility. After due consideration and discussion areas may be amended in consultation with the Principal.