

JOB DESCRIPTION

Post Title:	Teaching Assistant - Support and Delivering Learning/ Cover Supervisor (Level 3)	Department / Service:	Education
Hours:	32 ½ hours a week	Level:	G04
Location:	Ysgol Ffordd Dyffryn	Job Evaluation Number:	SL1198
Responsible to:	Headteacher	Responsible For: (Staff)	Nil

Job Purpose:

- To work under the guidance of teaching and/or members of the school leadership team and within an agreed system of supervision.
- To support individuals and groups of pupils to enable access to learning. This could include those requiring detailed and specialist knowledge in particular areas.
- To contribute to the teacher's planning cycle to ensure all pupils have equal access to learning.
- To occasionally supervise whole classes during the short-term absence of teacher. The main focus of such cover will be to respond to questions, assist pupils to undertake set activities and stay on task and maintain order.

Duties and Responsibilities - Job Specific (Support for Pupils)

1.	Use specialist (curricular/learning) skills/training/experience to support pupils.
2.	Assist with the development and implementation of IEPs and IBPs.
3.	Establish purposeful working relationships with pupils and engender high expectations.
4.	Promote the inclusion and acceptance of all pupils within the classroom.
5.	Attend to pupils' personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid, toileting, feeding and mobility.
6.	Following training, administer medication in accordance with the procedures for LEA and school policies.
7.	Support pupils consistently while recognising and responding to their individual needs.
8.	Encourage pupils to interact and work co-operatively with others.
9.	Promote independence and employ strategies to recognise and reward achievement of self-reliance.

10.	Provide effective feedback to pupils in relation to programmes and recognise and reward achievement, including behaviour and attendance.
11.	Support for pupils with additional learning needs.

Duties and Responsibilities - Job Specific (When Supervising Classes in the Absence of the Teacher)	
1.	To invigilate internal and external examinations when required.
2.	To register and record student attendance in lessons
3.	To instruct students regarding the work left by their teacher.
4.	To provide students with the necessary resources for their learning.
5.	To ensure orderly entrance and exit of classrooms.
6.	To create a calm and purposeful environment in which pupils can complete work set by the classroom teacher.
7.	To follow school systems and procedures on behaviour management.
8.	To manage resources effectively and ensure classrooms are left tidy and ready for the next lesson.
9.	To collect any completed work after the lesson and return it to the appropriate teacher.
10.	To liaise with teacher(s) about cover work.
11.	Support for the Curriculum when supervising classes in the absence of a teacher.
12.	To collate a bank of supervision work in liaison with the relevant members of the teaching staff.

Duties and Responsibilities - Job Specific (Support for the Teacher)	
1.	Work with the teacher to create a purposeful, orderly and supportive learning environment.
2.	Work with the teacher in lesson planning, evaluation and adjusting lessons/work plans as appropriate.
3.	Monitor and evaluate pupils' responses to learning activities through observation and the recording of achievement against pre-determined learning objectives.
4.	Provide general clerical/administrative support, eg administer coursework, and produce worksheets for agreed activities.
5.	Provide the teacher as requested with oral and written feedback on pupils' progress and achievement.
6.	As agreed with the teacher, be responsible for keeping and updating records. As requested, contribute to the review of school record-keeping systems.

Duties and Responsibilities - Job Specific (Support for the Curriculum)	
1.	Implement agreed learning activities and teaching programmes.
2.	Implement programmes linked to local learning strategies, eg literacy, numeracy, ICT.
3.	Make effective use of opportunities provided by other learning activities to support the development of relevant skills.
4.	Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
5.	Help pupils to access learning activities through specialist support.
6.	Determine the need for, prepare and maintain general and specialist equipment and resources.

Duties and Responsibilities – Corporate	
1.	To be responsible for establishing good working relationships both internally and externally.
2.	Compliance with the Authority's Policies and Procedures and to make known to Senior Officers any areas which are not adequately covered.
3.	To participate actively in supporting the Authority's principles and practices of equality of opportunity as laid down within the Equalities Policy.
4.	To be responsible for the application of Health & Safety practices within the daily operations, sharing a common responsibility for Health & Safety across the department, directorate and Authority as a whole.
5.	Employees will be required to give certain information relating to themselves in order that the Authority may properly carry out its duties, rights and obligations as an employer. The Authority will process and control such data principally for personnel, administrative and payroll purposes.
6.	As a term of your employment and in order to maintain effective departmental operations, you may be required to undertake any other reasonable task, commensurate with your grade, as determined by your Line Manager or Head of Service.
7.	Conwy is committed to safeguarding children and vulnerable groups. All Council employees are expected to be aware of the Corporate Safeguarding Policy and their responsibility to report any concerns in the appropriate manner and timescales.

Review Date/Right to Vary

This job description is not intended to be an exhaustive list of duties. The Authority reserves the right, after appropriate consultation with you, to vary your duties and responsibilities within the parameters of your grade and occupational competence in order to respond to changes in the needs of the service.

Signed by: **Date:**
Employee's Name and Signature

Approved by
Head of Service: **Date:**

PERSON SPECIFICATION

**Post: Teaching Assistant - Support and Delivering Learning/ Cover Supervisor
(Level 3)**

Date: June 2023

Factor	Requirements	How Identified	Essential	Desirable
Knowledge & Skills	NVQ3 for Teaching Assistants or equivalent qualification, eg Braille Level 2, BSL Level 2.		E	
	Very good numeracy/literacy skills.		E	
	Training in the relevant strategies to support learning, e.g. literacy or specific areas of hearing, sign language, dyslexia, ICT, Maths and English.		E	
	Appropriate first aid training.		E	
	Experience of working with children of relevant age.		E	
	Can use ICT effectively to support learning.		E	
	Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation		E	
	Working knowledge of national/foundation phase, curriculum 14-19 pathways and other relevant learning programmes/ strategies as appropriate		E	
	Understanding of principles of child development and learning processes		E	
	Ability to self-evaluate learning needs and actively seek learning opportunities		E	
	The ability to communicate in English is essential.		AF/I	E
	The ability to communicate in Welsh is desirable.		AF/I	
Supervision & Management	Have the necessary skills to manage safely classroom activities and the physical learning space.		E	

	Understand and be able to use a range of strategies to deal with classroom behaviour as a whole and also individual behavioural needs.		E	
Creativity & Innovation	N/A			
Contacts & Relationships	Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.		E	
Decisions / Recommendations	N/A			
Resources	N/A			
Physical Demands	Use of other equipment and technology - video, photocopier		E	

Please Note: In order to be shortlisted for this post you will need to demonstrate that you meet all the criteria ranked as E - Essential.

Identification of the requirements will be through the:

Application Form (AF),

Interview (I),

Test at interview (T),

Presentation at interview (P),

Verification (V)

Reference (R)

Expected Skill/Level Equivalent	Level 1 Induction/Basic Skills	Level 2	Level 3 Specialist Knowledge/skills	Level 4 Specialism/Higher Level Teaching Assistant MGT Responsibilities
Teaching Assistant Supporting & Delivering Learning	Working under direction/instruction Supporting access to learning <ul style="list-style-type: none"> ▪ welfare/personal care ▪ small groups/one to one ▪ general clerical/organisational support for teachers 	Working under instruction/guidance Enabling access to learning <ul style="list-style-type: none"> ▪ welfare/personal support – SEN ▪ delivery of pre-determined learning/care/support programmes ▪ implement literacy/numeracy programmes ▪ assist with planning cycle ▪ clerical/admin support for teacher/department 	Working under guidance Delivering learning <ul style="list-style-type: none"> ▪ involved in whole planning cycle ▪ implement work programmes ▪ evaluation & record keeping ▪ cover supervisor ▪ specialist SEN/subject/other support 	Working under an agreed system of supervision/management Delivering learning Specialist knowledge resource <ul style="list-style-type: none"> ▪ lead planning cycle under supervision ▪ delivering lessons to groups/whole class ▪ management of other staff
Teaching Assistant Behaviour/ Guidance			Working under guidance Delivering learning <ul style="list-style-type: none"> ▪ pastoral support ▪ learning mentors ▪ behaviour support ▪ exclusions, attendance 	Working under an agreed system of supervision Manage system/procedures/policy: <ul style="list-style-type: none"> ▪ pastoral support ▪ mentoring/counselling ▪ behaviour ▪ exclusions/attendance