
JOB DESCRIPTION

POST TITLE	Senior Teaching Assistant Level 3 (Cover)
GRADE	4
SPINE POINT	17-22
LINE MANAGED BY	AHT In conjunction with the Cover Manager.
RESPONSIBLE FOR	N/A
WORKING WITH	AHT Cover Manager Other Teaching and Support Staff.
HOLIDAY AND SICKNESS RELIEF	By and for other Education Support Staff
PURPOSE OF JOB	To provide short-term cover for absent teachers and to assist with student support.

The post holder must at all times carry out his/her responsibilities within the spirit of school and trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School.

SPECIFIC DUTIES AND RESPONSIBILITIES

To be responsible for covering lessons for short-term absent teaching staff to the standards required by the academy and appropriate external bodies. The postholder may also be required to provide support to students to help them overcome barriers to learning. Duties will include, but not be limited to:

SUPPORT FOR THE TEACHER

- Work with the teacher to establish an appropriate learning environment
- Work with the teacher in lesson planning, evaluating and adjusting lesson/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
- Promotion of 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, as directed
- Administer and assess routine tests and invigilate exams/tests
- Provide general clerical/admin support e.g. administer coursework, produce worksheets for agreed activities etc.

SUPPORT FOR PUPILS

- Use specialist (curricular/learning) skills/training/experience to support pupils
- Assist with the development and implementation of SEN Support Plans
- Ensure 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 THE CURRICULUM

- Implement agreed learning activities and interventions, adjusting activities according to pupil responses/needs
- Implement local and national learning strategies e.g. literacy, numeracy, 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 pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources

SUPPORT FOR THE 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 difference and ensure all pupils have equal access to opportunities to learn and develop
- 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
- 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
- Take an active part in all key school events such as open evenings, exam results days, etc
- From time to time, to meet the needs of the school, you may be asked but not automatically expected to work hours additional to your normal working hours. The school will give you as much notice as possible and you will be paid/recompensed for such work. Examples where this might be required are for example; relevant key school events such as Open Evenings, exam results days, trips, clubs, training etc.
- Assist with the clerical duties of the administration team as required from time to time and as appropriate to your role
- Contribute to the overall ethos/work/aims of the school
- Participate in relevant training, other learning activities and performance management as required
- Ensure display boards and leaflet displays, etc are kept up to date and in good order as appropriate and required

- To undertake any other duties and responsibilities, commensurate with the level of the post, as may be determined after negotiation between management, the postholder and appropriate trade unions

TEAM RESPONSIBILITIES

All education support staff at Silverdale are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time.