

# Parkwood Hall Co-operative Academy

## Job Description: Senior Teaching Assistant SEN and Cover Supervisor

Name:

Responsible to : HLTA

Responsible for : Teaching Assistants

Key Tasks: To assist the HLTA for the appropriate learning phase in organising TA support as directed.

To undertake occasional and limited cover supervision up to and including 2 consecutive days as directed, for which additional pay is applicable.

To support the students with their learning and to support the teacher with the organisation of the class, including administration, resources and display.

To take a responsibility for direct work with groups of students, under the direction of the teacher.

### MISSION STATEMENT

***' Parkwood Hall Co-operative Academy aims to provide a caring and safe environment with a specialised and holistic approach to education, allowing each individual to reach their maximum potential and to prepare them for life outside school.'***

*" Parkwood Hall Co-operative Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment". The Governing Body*

### SPECIFIC RESPONSIBILITIES

#### EDUCATIONAL SUPPORT

Within an agreed system of supervision, to work in collaboration with the HLTA and the class teacher(s) to develop lessons, work plans and the classroom environments.

To record the progress of the students.

To feedback the achievement of students to colleagues through the agreed monitoring systems.

To report on student achievements and adjust their work as necessary.

To maintain constructive relationships with parents/carers by:

- Supporting their role in students' learning.
- Providing constructive feedback on students' progress and achievements
- Facilitating their support for the students' attendance and

# **Parkwood Hall Co-operative Academy**

## **Job Description: Senior Teaching Assistant SEN and Cover Supervisor**

- Support home to school/community links

To assist in the planning, development and organisation of systems, procedures, programmes and policies.

To assist in developing behaviour strategies. To be proactive in managing behaviour, promoting self control, independence and integration.

To provide other administration support including dealing with photocopying, correspondence, compilation, analysis, reporting on attendance, exclusions etc, making phone calls etc, and liaison with relevant external agencies.

To work within an agreed system of supervision with groups of children and to take responsibility for their learning.

To work in partnership with the HLTA for the relevant learning phase to support the school induction process for students.

To accompany teachers and classes on educational visits. This may include, by mutual agreement, overnight stays.

To work with the class teachers in dealing with finished work and preparing displays and filing work.

To assist in the selection and preparation of specialist equipment, plans and resources necessary to both lead and support learning activities, taking into account students' interests, language and cultural background.

To assist in the management and ordering of stock and resources in the relevant phase and to ensure records are kept.

Advise, demonstrate and assist in the safe and effective use of specialist resources, including ICT.

Deliver local and national learning strategies for example, literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning support activities to support the development of students' skills.

To attend Parents Day and Annual Reviews as required.

### **PASTORAL SUPPORT**

Assess, manage and deliver pastoral and learning support.

Provide feedback to students in relation to progress and achievement.

To work with students, understanding how to motivate and encourage them to achieve and develop.

# **Parkwood Hall Co-operative Academy**

## **Job Description: Senior Teaching Assistant SEN and Cover Supervisor**

To collaborate with teachers in the relevant learning phase to develop and implement IEPs and behaviour mentoring plans.

To understand the individual needs of the students and be responsible for advising them on social, health and hygiene developments.

To deal with minor incidents and the health and hygiene of the students and where necessary arrange for them to be escorted home.

To promote the inclusion and acceptance of all pupils within the classroom. To encourage students to interact and work co-operatively with others and engage in all activities.

To be responsible for the well-being of any student in the school, in particular those in the class group and /or learning phase to which they are attached.

To have an awareness of the emotional needs of the students and to use this awareness in strategies for managing behaviour.

To support the work of physiotherapists, occupational therapists, nurses and other professionals as directed.

To help train students in particular tasks of personal hygiene, which may involve intimate care.

To support colleagues in the professional restraint of students following careful guidelines as required.

To liaise with fellow professionals in the school in order to maintain continuity of support for students.

### **ADMINISTRATION, MANAGEMENT AND PROFESSIONAL DEVELOPMENT**

To undertake line management responsibilities for an agreed group of Teaching Assistants.

To manage the induction/ performance management/training and mentoring for an agreed group of Teaching Assistants.

Recognise own strengths and areas of specialist expertise and use these to advise and support others.

To be aware of and ensure compliance with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to the appropriate senior manager.

Maintain constructive relationships and communicate with other professionals to support achievement and progress of students.

# **Parkwood Hall Co-operative Academy**

## **Job Description: Senior Teaching Assistant SEN and Cover Supervisor**

Contribute to the identification and running of out of school learning activities which consolidate and extend work carried out in class.

Help manage the provision and delivery of out of school learning activities for example clubs and enrichment activities within the guidelines established by the school.

To promote equal opportunities at all times.

To work with the AHT and HLTA in respect of timetable arrangements and when appropriate assist the HLTA to arrange cover when Teaching Assistants are absent.

### **COVER SUPERVISOR A**

In the absence of a teacher and under the guidance of the relevant AHT and/or HLTA-

To take temporary charge of a group of students to supervise the work that forms part of their agreed programme of lessons, which have been jointly planned with the class teacher.

To have a full understanding of the planned lesson.

To ensure that the necessary resources are available for the lesson.

To undertake any administration duties to support the lesson.

To provide a supportive and calm working environment for the students and maintain good order in the class.

To explain and demonstrate the tasks to the students both as a class and on an individual basis.

To report back to the teacher/HLTA on the students' responses to the lesson and their behaviour.

### **GENERAL RESPONSIBILITIES**

To maintain confidentiality in all aspects of Parkwood Hall Co-operative Academy. The nature of the working environment entrusts people with confidential information. Any breach of this confidentiality will constitute gross misconduct.

To co-operate with all Parkwood Hall Co-operative Academy staff in maintaining good relationships with outside agencies and the general public in order to promote and uphold the school's image.

To ensure the health and safety of self, colleagues, students and visitors and to report any such matters to the maintenance team, senior managers or Health and Safety Committee as appropriate.

# Parkwood Hall Co-operative Academy

## Job Description: Senior Teaching Assistant SEN and Cover Supervisor

To perform any other duties as are within the scope, spirit and purpose of the position as requested by the Principal.

This job description reflects the current requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and is subject to amendment in consultation with the postholder.

Signed .....Postholder

Signed .....Principal

Date .....

### COMPETENCIES -

#### STA

- To hold qualifications, at NVQ level 3 or equivalent, relevant to the post.
- To have the ability to manage learning activities within an agreed system of supervision.
- To be responsible for organising and managing an appropriate learning environment with an agreed system of supervision.
- To have excellent numeracy and literacy skills.
- To manage the recording the progress of students in an objective and detailed way.
- To demonstrate a good understanding of child development and learning processes.
- To demonstrate an understanding of the statutory framework relating to teaching.
- To have good general understanding of the teaching strategies and aims for the lessons in the relevant learning phase.
- To have the ability to act as supervisor and mentor for a small group of Teaching Assistants.
- To be able to undertake Performance Management, within an agreed framework, of a small group of Teaching Assistants.
- To demonstrate the ability to constantly improve own knowledge.
- To have good ICT skills for lesson plans etc.
- To demonstrate the use of detailed specialist knowledge to support students' learning.
- To have the ability to use a range of assessment strategies to evaluate learning.
- To have the ability to assist in developing and implementing IEPs.
- To have experience of implementing the national curriculum and other relevant programmes for learning.
- To have the ability to assist in managing the supervision of students excluded from or not working to timetable.
- To have the ability to collaborate with other schools/colleges/agencies to gather student information.
- To have the ability to assist in managing record keeping systems and processes.
- To have the ability to assist in developing and implementing behaviour management strategies.
- To be able to assist in developing attendance and integration systems.

# **Parkwood Hall Co-operative Academy**

## **Job Description: Senior Teaching Assistant SEN and Cover Supervisor**

### **Cover Supervision**

- To have excellent literacy and numeracy skills (GCSE grade C or equivalent qualification).
- To have the ability to create a supportive and calm working environment for a group of children.
- To have a thorough understanding of the teaching strategies and aims for the class.
- To have the ability to encourage students to interact and work co-operatively.
- To have experience of implementing the national/foundation stage curriculum and other relevant programmes for learning.
- To have a good understanding of child development.
- To have the ability to explain and demonstrate the tasks required to the students, on an individual basis as required.
- To have the ability to monitor and evaluate students' responses to learning activities and to feed back to the teacher/AHT.
- To have the ability to use a range of assessment strategies to evaluate and monitor students' learning.
- To have the ability to work with individual students to help them thoroughly understand the work they have been given.
- To have the ability to select and prepare the resources necessary to deliver the lessons, taking into account students' interests and their abilities.
- To have the ability to use detailed specialist knowledge and skills to support students' learning.
- To have the ability to deliver individual lessons to groups of students with different abilities, under the supervision of the class teacher.
- To have the ability to collaborate in planning the work of the class, confirming and agreeing those plans with the class teacher.
- To have the ability to design and implement additional work tasks for the students.