



# All Hallows Catholic High School

## Job Description

### Level 3 Teaching Assistant / Cover Supervisor

#### Lesson Cover

The main purpose of this role is to cover lessons usually taught by colleagues who are absent for the day. The role involves the following:

1. To support the school's Mission Statement and ethos.
2. To liaise with the Deputy Headteacher and Cover Manager regarding lessons to be covered.
3. To collect and read the work set by the absent teacher, and liaise with the relevant Head of Department about the work if necessary.
4. To have an overall understanding and appreciation of the skills needed for effective classroom management.
5. To deliver the work set to the best of your ability.
6. To provide brief written feedback to the classroom teacher about the behaviour, effort and completion of work by the pupils.
7. To follow the school's Behaviour Policy.
8. To assist in the personal and social care of pupils.
9. To develop positive relationships with pupils.
10. To assist pupil progress and attainment.
11. To attend training sessions when appropriate.

#### Supervision of Pupils in the Inclusion Unit

Pupils who have been placed in the Inclusion Unit due to their behaviour and attitude will be set work to complete in silence. Your role will be to supervise them, monitor their behaviour and completion of work. Offer assistance where required.

#### Breakfast and Homework Clubs

Another key area of this role will be to supervise the Breakfast Club from 8am to 8.40am and the Homework Club from 3.05pm to 4pm. This will be on a rota basis with other Teaching Assistants.

### **Classroom Teaching Assistance**

1. To assist the class teacher in the preparation of materials for specific lessons.
2. To assist the class teacher in the implementation of specific tasks for an individual pupil or a small group of pupils.
3. To support an individual pupil or a small group of pupils in accessing subject matter directed by the teacher.
4. To assist an individual pupil or a small group (no more than 3) of pupils in completing a literacy or numeracy programme outside the classroom situation but under the direction of a teacher.
5. To assist in the development of varying skills that support the pupils' learning in literacy and/or numeracy.
6. To assist the teacher, when appropriate, in identifying specific problems within the classroom.
7. To support teaching staff in providing a safe environment in which pupils' can learn.

### **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

### **Safeguarding Commitment**

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.