



**Level 3 Teaching Assistant with
Cover Supervision
Job Description & Person
Specification**

Job Description for School Teaching Assistant Level 3 plus Cover Supervision

Grade: Emmaus Catholic MAC Pay Scales
Grade 5 (SCP 7-11)
£20,444 - £22,129 per annum FTE (term time only pro-rata)

Line Manager: SENDCo

GENERAL PROFESSIONAL DUTIES AND RESPONSIBILITIES

Level 3 staff work under the guidance of teaching staff with a limited degree of autonomy. NVQ 3 or equivalent is a requirement for the job. The role will require someone who has specific skills and experience.

Key Features: To implement agreed work programmes with individuals and/or groups and support teaching staff in the development and education of pupils, including the provision of detailed and specialist skills/knowledge in particular areas. To assist the teacher in the whole planning cycle and supervise whole classes or groups during the short-term absence of a teacher.

SPECIFIC RESPONSIBILITIES

DUTY HOURS

The postholder will be required to work 31 hours per week, 5 days per week, term time only including 5 training days per year.

Teaching

- Promoting a substantial commitment to the teachings of the Gospel
- Make a contribution to individual learning plans and their implementation.
- Use specialist skills and training to support bilingual/multilingual pupils and help them to access the curriculum
- Use specialist skills and training to support pupils with communication and interaction difficulties e.g. speech and language delay, dyslexia, dyspraxia etc
- Use specialist skills and training to support pupils with sensory and/or physical impairment e.g. assistance with the development of appropriate structured learning plans and the implementation of structured learning programme.
- Use specialist skills and training to support pupils with cognition and learning difficulties e.g. encouraging the pupils to engage with and benefit from the planned learning activity, including modifying the activities as agreed with a teacher if the pupil is making slow progress.
- Using specialist skills and training support the behaviour management of pupils with behavioural, emotional, and social development needs e.g. assist with the development of behaviour management strategies, monitor pupil's behaviour to recognise and reward progress in behaviour management, identify and respond to uncharacteristic behaviour patterns and incidents of challenging behaviour.
- Provide feedback to pupils in relation to progress and development
- Establish productive working relationships with pupils acting as a role model and setting high expectations.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide pastoral support to pupils
- Receive and supervise pupils excluded from, or not otherwise working to a normal timetable.
- Develop 1:1 mentoring arrangement with pupils and provide support for distressed pupils

- Promote the effective transfer of pupils across phases/integration of those who have been absent.
- Liaise with feeder schools and other relevant bodies to gather pupil information.

Support for Teacher/School

- Assess the needs of pupils and contribute to the development of individual education plans
- Observe and report on pupil performance
- Take responsibility for the management of challenging pupil behaviour
- Provision of pupil information to external agencies
- Design, produce or administer work with minimal supervision for groups of/individual (1:1) pupils.
- Undertake more complex marking of pupils work in line with school policy
- Undertake joint home visits as appropriate and in line with LEA policy
- Implement and evaluate specific curriculum plans and activities for groups of/individual (1:1) pupils to meet the individual needs of those pupils.
- Contribute to curriculum planning
- Contribute to the identification and planning of out of school learning activities beyond the school day.
- Under the guidance of a teacher, implement agreed work programmes with individuals or groups maintaining good order and keeping pupils on task.
- Provide emergency cover supervision for a group or class, under the direction and control of the Head teacher or other designated member of staff during the unplanned short-term absence of the teacher, normally for periods of up to one session, limited to no more than 2 sessions per term, unless a cover supervision allowance is payable.
- To provide specialist language support to individuals/groups where English is not the first language.
- Provide guidance and assist in the training and development of staff as appropriate.
- Contribute to the development and maintenance of school policies.
- Participate in working groups on curriculum matters
- Provide clerical/administrative support e.g. administer course work, produce worksheets for agreed activities.
- Determine the need for, prepare and maintain general and specialist equipment and resources.
- Undertake planned supervision of pupils out of school learning activities
- Supervise pupils on visits and trips as required.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Participate in training, other learning activities and performance development as required.
- Attend and participate in relevant meetings as required.
- Be aware of, and comply with the policies and procedures relating to safeguarding including Child Protection.
- Contribute to the overall ethos of the MAC and maintain positive, professional relationships with directors, staff, visitors and all other stakeholders.
- Be loyal to the mission of the school and pay due regard to the Catholic nature of the School/MAC.
- Operate with the utmost regard to confidentiality and not divulge sensitive information to third parties.

- To comply with the School/MAC Code of Conduct, regulations and policies.

It is the postholder's responsibility to carry out their duties in line with MAC policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. The postholder should act as an exemplar on these issues and should identify and monitor training for their self and any employees for whom they are responsible.

The postholder must at all times carry out their responsibilities with due regard to the MAC policy, organisation and arrangements for Health and Safety at Work Act 1974.

The job description is not intended to be an exhaustive list of all duties and responsibilities that may be required.

The job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. The MAC reserve the right to determine specific duties and tasks to reflect the changing needs of the school. This will be done without fundamentally changing the general character of the post or its level of responsibility.

Emmaus Catholic Multi Academy Company is an equal opportunities employer committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This position is, therefore, subject to an Enhanced Child Workforce Disclosure and Barring Service Check.



Person Specification for Class teacher with Phase and Core Subject Lead

Task	Essential	Desirable
Qualifications and Training		
Qualified Teacher Status	✓	
Degree or equivalent	✓	
Catholic Certificate in Religious Studies.		✓
Evidence of continuing professional development	✓	
Faith Commitment		
Practising Catholic or demonstrates an understanding and commitment to the ethos and distinctive nature of a Catholic school.	✓	
Knowledge and Experience		
Proven record of achieving high quality teaching, increasing different groups of pupils' rates of progress and improving results	✓	
Experience of teaching within KS2 and good understanding of the Primary Curriculum.	✓	
A working knowledge and understanding of current practices and strategic developments in primary education.	✓	
Experience of teaching a range of year groups		✓
Experience of delivering Professional Development	✓	
Successful experience at leading a subject, including motivating and monitoring other members of staff	✓	
Experience of working in a Catholic School.		✓
Skills and Abilities		
Be confident in the use of ICT to support learning.	✓	
Understanding of effective school self-evaluation systems	✓	
Ability to lead and work with a team and use own initiative to drive forward improvements	✓	
A good level of grammar, punctuation and spelling	✓	
Understanding of best practice in the effective use of pupil and staff support strategies available		✓
Personal Qualities and Attributes		
Willing to share ideas, energy and initiative.	✓	

Ability to exercise good judgment and make effective decisions	✓	
Enthusiastic and excited about teaching children	✓	
Committed to school improvement and raising pupil achievement.	✓	
Committed to an inclusive education.	✓	
A team player, keen to engage in all aspects of the life of our school.	✓	
Committed to working with parents and the wider community.	✓	

Emmaus Catholic MAC is committed to safeguarding and promoting the welfare of children and young people.

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974.

All applicants must be able to provide documentation to prove their right to work in the UK.

