



BEVERLEY GRAMMAR SCHOOL

Job Title: Level 3 Teaching Assistant / Cover Supervisor

Responsible to: Assistant Head teacher Victoria Ashton / Deputy Head Gillian Todd

Location: Beverley Grammar School, Queensgate, Beverley

Grade: Grade 17 £16,830 (£12,265 pro rata)

Hours: 32.5 hours per week, term time only

PURPOSE AND SCOPE:

- to deliver the COPE programme to a group of approximately 10 students
- to provide cover for teaching staff, supervising lessons and carrying out duties
- to supervise students in clubs, visits, activities and examinations
- to be deployed for general office and support work when cover is not required

MAIN DUTIES AND RESPONSIBILITIES

Level 3 Teaching Assistant (COPE)

- to deliver the COPE programme to a group of approximately 10 students;
- to visit the students on work placements as necessary, and assess them for their Cope qualification in this area;
- to be the first point of contact for employers, and establish good working relationships with them;
- to monitor attendance at work experience placements;
- to liaise with parents as necessary;
- to work with support staff allocated to the teaching area

Cover Supervisor

Working in partnership with the teacher:-

- to instruct pupils in relation to the work left by the subject teacher;
- to ensure pupils are provided with the necessary resources to facilitate learning;
- to register and record pupil attendance in lessons;
- to supervise the class for the duration of the lesson;
- to ensure classes enter and leave classrooms in an orderly manner;
- to ensure the classroom is left tidy and ready for the next lesson after dismissing the class;

- to liaise with the subject teacher and mark work as appropriate;
- to deal with, record and report incidents of inappropriate behaviour, in accordance with the school's behaviour policy and procedures;
- to support and supervise after school study support activities;
- to work with support staff allocated to the teaching area.

In both roles to support inclusion:-

- to facilitate participation and learning, helping to build confidence and self-esteem, so that all pupils, including those who present challenging behaviour, are enabled to reach their full potential alongside their peers
- to produce packs of work (in collaboration with Heads of departments) for pupils who are excluded from school
- to arrange work from departments for pupils in isolation

General Duties

- to participate in the appraisal and professional development policy
- to carry out duties with due regard to the school's policies of child protection, health and safety, security, confidentiality and data protection.
- To assist with lunch break time supervision of pupils on a rota basis
- To help with educational visits and outings as necessary
- to perform other duties as reasonably corresponds to the general character of the post and are commensurate with its level of responsibility

Post holder may be required to work in more than one area of the school. If this involves using unfamiliar equipment, techniques or procedures, appropriate training will be given.

Advice and guidance on all matters is available from the postholders Line Manager.

This job description will be kept under review and may be amended from time to time, following consultation with the post holder, to reflect changing needs of the school.



BEVERLEY GRAMMAR SCHOOL
Technician Technology Department

PERSON SPECIFICATION

Experience	Experience of working in a support capacity in a school with students of relevant age or in an appropriate learning environment.	Desirable	App form
Qualifications and Training	Good literacy and Numeracy skills to NVQ2 IT literate – to be able to use a computer	Desirable Desirable	App form
Knowledge and Skills	Ability to encourage pupils to learn using available resources; Ability to undertake varied duties; Good communication skills with people at all levels; Ability to gain respect of students through manner of confidence and authority; Able to organise own workload in the context of varied tasks; Effective time management and organisation skills;	Desirable Essential Essential Desirable Essential Essential	ALL: App form & interview
Personal Qualities	Able to work calmly under pressure; Ability to critically evaluate own performance and make any necessary changes to be more effective; Enthusiasm; Honesty, reliability, loyalty	Essential Desirable Essential Essential	ALL: App form & interview