Harrytown Catholic High School

Higher Level Teaching Assistant (Cover Supervisor) Job Description
Responsible to: Headteacher

Key Purpose of the Role

- Under the direction and supervision of a qualified teacher, in accordance with arrangements made by the Headteacher of the school, to assist in the planning, preparation, monitoring and assessment of specified work as defined by the Education Specified Work and Registration (England) regulations 2003 of section 133 of the Education Act 2002
- This will involve delivering learning activities for individual, group/whole classes of pupils under an agreed system of supervision

Key Responsibilities

- Planning
- Monitoring & Assessment
- Teaching & Learning Activities

Planning

- To contribute effectively to teacher's planning and preparation of lessons
- As directed by the teacher, to plan their role in lessons, including providing feedback to pupils and colleagues on pupil learning & behaviour
- To contribute to the selection & preparation of teaching resources that meet the diversity of pupil's needs and interests

Monitoring & Assessment

- To monitor pupils' responses to learning tasks and modify their approach accordingly
- To monitor pupils' participation and progress, providing feedback to teachers and giving constructive support to pupils as they learn

Teaching & Learning Activities

- To register and record pupils' attendance
- To instructs pupils regarding the work set and ensure its correct completion
- Use clearly structured teaching and learning activities to interest and motivate pupils and advance pupil learning
- To communicate effectively and sensitively with pupils to support their learning

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- To promote and support the inclusion of all pupils in learning activities
- To use behaviour management strategies, in line with the school's behaviour management policy and procedures, to contribute to a purposeful learning environment and take into consideration equal opportunities
- To organise and manage safely the learning activities, physical teaching space and resources for which they have responsibility
- To be adaptable to covering a range of lessons across a range of subjects
- To be aware of pupils' needs as identified in the SEND register

As part of the conditions of employment, the post holder can be expected to undertake such other duties commensurate with the grade and/or hours of work as required by the Headteacher. These duties are not exhaustive or exclusive and may be varied provided that any other duties are appropriate to the grading level of the post.