

# **Beulah Junior School**

**Teaching Assistant and Cover Supervisor**

**Job Description & Person Specification**



**June 2025**

# BEULAH JUNIOR SCHOOL

## Job Description

<b>Job Title:</b>	Teaching Assistant & Cover Supervisor
<b>School:</b>	Beulah Junior School
<b>Grade Range:</b>	Grade 5 - Scp 13-15 - £23,720.00 annual (FTE £31,986) pro rata
<b>Hours per week:</b>	30 hours – Monday – Friday – 8.15am – 3.15pm (1 hour unpaid lunch)
<b>Work Pattern:</b>	Term Time Only + INSET Days
<b>Location:</b>	Beulah Junior School
<b>Reports to:</b>	Head Teacher
<b>Responsible for:</b>	Not Applicable
<b>Role Purpose and Role Dimensions:</b>	<p>To work under the guidance of teaching/senior staff and within an agreed system of supervision to support and deliver learning programmes with individuals or groups, both in and outside of the classroom. The role may involve assisting with planning, preparation of resources, and supervision of classes during short-term teacher absence. The primary focus is to support learning, promote independence, and maintain a positive, inclusive environment for all pupils.</p> <p>This job description is not necessary a comprehensive definition of the post. It will be reviewed as necessary as part of the performance management process and it may be subject to modification or amendment at any time after consultation with the holder of the post.</p>
<b>Commitment to Diversity:</b>	As a member of the School Team to take individual and collective professional responsibility for championing the School's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also, to commit to continually developing personal understanding of diversity.
<b>Key External Contacts:</b>	<ul style="list-style-type: none"><li>▪ Parents</li></ul>
<b>Key Internal Contacts:</b>	<ul style="list-style-type: none"><li>▪ Pupils</li><li>▪ Staff</li></ul>
<b>Financial Dimensions:</b>	Not Applicable

## **Key Accountabilities and Result Areas:**

### **Support for Pupils**

## **Key Elements:**

### **This will involve:**

#### **Core Duties**

- Deliver prepared learning activities to individuals, small groups, or whole classes under the guidance of teaching staff.
- Adjust teaching methods and resources in response to pupil needs and feedback.
- Support pupils in achieving learning goals through structured interventions.
- Supervise whole classes during short-term teacher absence, ensuring good behaviour and continued learning.
- Supervising and supporting pupils, ensuring their safety and access to learning.
- Establishing good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Encouraging pupils to interact with others and engaging in activities led by the teacher.
- To support students to become independent, co-operative and collaborative learners.
- Contribute to assessing students' progress and support them in reviewing their own learning
- Adapt and customise curriculum materials to enable students to access the curriculum within lessons and internal assessments (reading, scribing, translating and interpreting)

#### **Additional Duties**

- Attending to the pupils' personal needs, and implementing related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- Promoting the inclusion and acceptance of all pupils.
- Encouraging pupils to act independently, co-operative and collaborative as appropriate. Identify and remove barriers to students' learning.
- Adapt and customise curriculum materials.
- Identify and remove barriers to students' learning.
- Support the learning and emotional well-being of all students.
- Contribute to the management of students' behaviour and encourage the student to conform to the School's expectations related to behaviour and School's Ethos.
- Support students with EAL to access extended school activities.

## **Key Accountabilities and Result Areas:**

### **Support for the Teacher**

## **Key Elements:**

### **This will involve:**

#### **Core Duties**

- Working with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Monitoring and evaluating pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives

#### **Additional Duties**

- Preparing classroom as directed for lessons and clearing afterwards and assisting with the display of pupils' work.
- Undertaking pupil record keeping as requested
- Gathering/reporting information from/to parents/carers as directed.
- Providing clerical/administrative support, e.g., photocopying, typing, filing, collecting money etc.
- You may be required to carry out additional duties, as the Head Teacher and Inclusion Manager reasonably request from time to time including educational visits and open days.

### **Support for the Curriculum**

### **This will involve:**

#### **Core Duties**

- Implementing agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- Supporting pupils in respect of local and national learning strategies e.g., literacy, numeracy, KS2, as directed by the teacher.
- Supporting pupils in using basic computing skills as directed.

#### **Additional Duties**

- Supporting pupils to understand instructions.
- Preparing and maintaining equipment/resources as directed by the teacher and assisting pupils in their use.

### **Support for the School**

### **This will involve:**

#### **Core Duties**

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To work within the school's policies including Equality and Diversity, Child Protection and Safeguarding.
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop.

#### **Additional Duties**

- Contributing to the overall ethos/work/aims of the school.
- Appreciating and supporting the role of other professionals.
- Attending relevant meetings as required.
- Participating in training and other learning activities and performance development as required.
- Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required.
- Support and maintain collaborative productive working relationships with school staff and professionals from outside agencies.

## **Key Accountabilities and Result Areas:**

### **Green Statement**

## **Key Elements:**

### **This will involve:**

- Seeking opportunities for contributing to sustainable development of the borough, in accordance with the School/Academy's Green Commitment. In particular, demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.

### **Data Protection**

### **This will involve:**

- Being aware of the School's legal obligations under the Data Protection Act 2018 (the "2018 Act") and the EU General Data Protection Regulation ("GDPR") for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.
- Maintaining customer records and archive systems in accordance with departmental procedures and policies as well as statutory requirements.
- Treating all information acquired through employment, both formally and informally, in accordance with the Workforce Data Protection Policy.

### **Confidentiality**

### **This will involve:**

- Treating all information acquired through employment, both formally and informally, in confidence.

There are strict rules and protocols defining employee access to and use of the School's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

### **Equalities and Diversity**

The School has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination. This includes respecting and valuing the different experiences, ideas and backgrounds others can bring to work and to teams.

### **Safeguarding**

### **This will involve:**

- Displays commitment to the protection and safeguarding of children and young people.
- Values and respects the views and needs of children and young people.
- Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children.

## **Key Accountabilities and Result Areas:**

### **Customer Care**

## **Key Elements:**

### **This will involve:**

- Ability to demonstrate a commitment to the Schools Customer Care Policy.

### **Health and Safety**

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

### **To contribute as an effective and collaborative member of the School Team**

### **This will involve:**

- Participating in training to be able to demonstrate competence.
- Participating in first aid training as required.
- Participating in the ongoing development, implementation, and monitoring of the service plans.
- Championing the professional integrity of the School
- Supporting customer focus, best value and electronic management of processes.
- Actively sharing feedback on school policies and interventions

## Person Specification

**Job Title:**

Teaching Assistant & Cover Supervisor

**Qualifications:**

- NVQ 3 or equivalent qualification is desirable, but not essential
- Qualification in another language is desirable, but not essential

**Experience and Knowledge:**

- Appropriate knowledge of first aid.
- Experience of working across Key Stage Two
- Ability to offer a home language – desirable but not essential
- Interest in other academic subjects welcome
- Appropriate first aid training.
- Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation
- Understanding of principles of child development and learning processes

**Skills and Abilities:**

- Strong literacy skills and good numeracy skills
- Excellent communication skills with adults and young people
- Good understanding of learning processes, child development and behaviour
- Ability to use ICT effectively to support learning and data input
- Ability to use own initiative and work independently but also effectively within a team
- Develop effective professional relationships with colleagues
- Ability to adapt quickly and effectively to changing circumstances/situations
- Ability to improve own practice/knowledge through self-reflection and evaluation and by learning from others
- Ability to comply with policies and procedures relating child protection, health and safety, confidentiality, data protection and equal opportunities

**Personal:**

- A patient, empathic approach and naturally helpful
- Able to appropriately deal with confidential and sensitive information and situations
- Efficient and meticulous in organisation
- Willingness to play a full part of the life of the school community, supporting our core values

**Other:**

- Commitment to working to high standards and expectations
- High level of professional integrity, energy, enthusiasm and positivity
- Flexibility to undertake any role a short notice
- Attend relevant meetings and training sessions as required

**Essential experience:**

- Working with or caring for children of relevant age.

**Special conditions:**

- Enhanced DBS check

Further advice on specific points in this role profile can be obtained from their HR provider.