

### Cover Assistant – (Teaching Assistant Level 3)

£19,029 per annum, (Band 7 SCP 8-11)  
(£24,702 FTE)

Permanent & Temporary

33 hrs/week - Term Time Only + 5 PD Days

Ref 2024003

Catcote Academy provides learning for a wide range of students with Learning Difficulties or Disabilities from the age of 11 to 18.

**We are looking to appoint a Cover Assistant to deliver lessons in the absence of teaching staff.** Applicants with previous experience working within a SEN environment are preferable.

You must be strongly motivated and possess the character needed to work in a demanding and often challenging environment.

**Closing date:** Sunday 3<sup>rd</sup> March 2024  
**Start Date:** As soon as possible  
**Interviews:** Thursday 7<sup>th</sup> March 2024

**Completed application forms to be sent to:**  
**Recruitment, Catcote Academy, Catcote Road, Hartlepool, TS25 4EZ**  
**Or email [jobs@catcote.co.uk](mailto:jobs@catcote.co.uk)**

You will need to meet the requirements of the person specification in order to be offered an interview. Only applications submitted on the Trust's application form will be accepted. **Application forms can also be found at [www.catcoteacademy.co.uk](http://www.catcoteacademy.co.uk).**

We welcome applications regardless of age, gender, disability, ethnicity or religion.  
Please see our website for our Privacy Notice (Job Applicants) regarding how we will use your personal information.  
Please note that online searches will be carried out on shortlisted candidates to help identify issues that may need to be explored at interview.

**The Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.**

REHABILITATION OF OFFENDERS ACT 1974 - The position for which you are applying is exempt from this Act and requires an enhanced check to be made through the Disclosure and Barring Service (DBS), known as the disclosure process. You are therefore required to disclose any unspent convictions/cautions/bind-overs that you have received and any prosecutions that are pending against you. Enhanced Disclosure and check of the Children's and Adult's Barred list via the Disclosure and Barring Service is required for any successful candidate.

Please see the Privacy Notice (Job Applicants) on our websites for details of how we will use your personal data.

## **Job Description – Cover Assistant (TA3)**

### **Job Purpose:**

This is a combined role of a Teaching Assistant with the ability to act as a Cover Assistant when required.

### **Main Duties**

Under the guidance and direction of teaching staff and/or senior colleagues:-

### General Responsibilities

- Work as directed by senior staff
- Adhere to all Academy policies and whole school development plans including confidentiality, child protection, H&S, equal opportunities, SEN etc.
- Maintain a safe working and teaching environment including adhering to policies on safeguarding of students and behaviour management
- Attend and participate in CPD activities as required
- Attend meetings and liaise with colleagues in school and parents/careers as required
- Be an effective role model for students by demonstrating and promoting positive values, attitudes and behaviours
- Engage with all students as directed by the Academy in line with the overall goals of the Academy and the needs of all students

### Core Responsibilities

- Support students with their learning and well being
- Have knowledge of individual students in order to assist with learning and behaviour in line with any plans
- Feedback to teaching staff on progress and behaviour of students and effectiveness of learning activities
- Feedback to students in relation to learning and behaviour
- Support in preparing student reports and other administrative tasks including outcome plans, end of year reports, behaviour reports/plans and third-party assessments
- Support the assessment and recording of student progress and attainment
- Support students in any location as directed, indoor and outdoor, including outdoor learning, educational visits, after school clubs, activity centres, coffee shop / bistro etc.
- Supervision and support of children during break and lunch times including feeding where necessary
- Assist and take part in physical activities as directed e.g. walking, swimming, trampoline etc
- Preparation of learning resources, equipment and displays including cleaning, tidying & organising
- Ensure cleanliness of equipment, resources and learning areas
- Use ICT effectively to support learning activities
- Escort students to and from school transport and escort students with an appropriate colleague if required
- Accompany teachers/senior colleagues and students on educational visits and assisting in the supervision of students
- Carry out tasks for the general health, domestic care and welfare of students including toileting/changing, cleaning, using specialist equipment when necessary (this may include administering medicine under guidance and training on a voluntary basis)
- Assist in the preparation of work and other activities where required under the guidance/in accordance with objectives set by teaching staff
- Use specialist knowledge and/or experience to assist students to meet learning objectives

- Supervising groups or individual students (this may be outside of classroom, during educational visits and after school activities etc.), and in the short-term absence of teaching staff lead/supervise the whole group/class (including ensuring pastoral activities are completed), within an agreed system of supervision
- Responsible for ensuring Academy policies and procedures are followed when leading activities
- When requested to lead a lesson/activity, provide details of the lesson/activity to other teaching support staff and present and explain their role during the lesson/activity
- Assess students learning when delivering lessons and report to the teacher
- Administer and invigilate tests and examinations under the guidance of the Exams Officer

The post holder will also:

Within an agreed system of supervision:

- Delivering lessons in the absence of any teaching staff and have pastoral responsibility of the class when applicable
- Managing the behaviour of students whilst they are undertaking this work to ensure a constructive environment
- Supervising students on visits, trips and out of school activities
- Assisting in assessing the development, progress and achievement of students
- Assist in ensuring that students adhere to the ready to learn policy of the Academy and provide feedback to teaching staff and senior colleagues on the effectiveness of the strategies used
- Assist in the planning and organising of cover and deploying resources to ensure required levels of cover are provided
- Act as a point of contact for new teaching support staff with the induction and training during their probationary period
- Where cover is not required, the TA3 will carry out such functions and general requirements of Teaching Assistant or administrative and clerical duties as are commensurate with the grade of the post.

**Person Specification – Cover Assistant (TA3)**

	Criteria No.	Essential	Stage Identified	Criteria No.	Desirable	Stage Identified
<b>Qualifications</b>	E1	GCSE Grade C or equivalent (Level 2) in Maths and English	AF,C	D1	Relevant Teaching Assistant Qualification	AF,C
	E2	Safeguard training for previous role (s)	AF,C	D2	Training in Special Needs Education	AF,C
			AF,I			
<b>Experience &amp; Knowledge</b>	E3	Experience leading teaching / learning	AF,I,R	D3	Experience of working with children / young people with learning difficulties	AF,I,C
	E4	Effective use of ICT to support learning	AF,I,R	D4	Knowledge/experience of using TEACCH and PECS	AF,I
	E5	Experience working in a school environment and general understanding of the basic learning programmes/techniques	AF,I,R	D5	Understanding of key characteristics of different types of learners (PMLD, SLD, MLD)	AF,I,R
	E6	Manage the behaviour of students with a positive attitude and supportive manner	AF,I,R	D6	Team Teach training or equivalent	AF,C
<b>Skills</b>	E7	Work with children/young people at all levels regardless of specific individual needs	AF,I,R			
	E6	Ability to follow the direction of a Teacher to support all aspects of learning and wellbeing of students in a variety of activities, locations and environments	AF,I,R			
	E8	Ability to independently lead teaching / learning and direct other members of staff	AF,I,R			
	E9	Work effectively within a team environment, understanding classroom roles and responsibilities	AF,I,R			
	E10	Demonstrate and promote the positive values, attitudes and behaviour they expect from the pupils with whom they work	AF,I,R			
	E11	Good communication and listening skills	AF,I,R			
<b>Special requirements</b>	E12	Interest in working with children /young people with learning difficulties to promote their development and educational needs	AF,I			
	E13	Ability to form and maintain appropriate effective working relationships and personal boundaries with children/young people/vulnerable adults	AF,I			
	E14	Emotional resilience when faced with challenging behaviour	AF,I			
	E15	A commitment to working as part of the whole college team and supporting the vision and aims of the college	AF,I			
	E16	Respect for their social, cultural, linguistic, religious and ethnic backgrounds	AF,I			
	E17	Ability to liaise sensitively and effectively with parents and carers	AF,I			
	E18	Suitability to work with children and vulnerable adults, enhanced DBS required with barred list check	D			
AF	Application Form					
C	Certificates					
I	Interview					
R	References					
D	DBS disclosure					