



# Job description: Teaching Assistant – Grade 3 with Cover Supervisor Responsibilities - Grade 4

(From September 2026)

Moulton CEVC Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

At Moulton CEVC Primary School, we believe that everyone is of equal importance in the sight of God. We recognise the uniqueness of every individual and the contribution that each individual brings to our school community. We guide our children and families to value themselves, and to see the importance of valuing and helping others, underpinned by the biblical narrative, '**You shall love your neighbour as yourself.**' - **Matthew 22:39.**

In our school, everybody has the right to learn; everybody has the right to be happy; and everybody has the right to feel safe in our distinctly Christian environment.

## Job details

**Job title:** Teaching assistant – Grade 3 with Cover Supervisor Responsibilities (Grade 4)

**Salary:** £26,192 - £27,028 pro-rata/ Cover supervisor £29,267 to £30,722

**Hours:** as per advert

**Contract type:** Permanent

**Reporting to:** Senior Leadership Team and SENCO

## Main purpose

The TA will:

- Work with class teachers and other TAs to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement

- Undertake cover supervision responsibilities for agreed sessions each week, supervising whole classes, ensuring pupils remain engaged in learning activities.

## **Duties and responsibilities**

### **Teaching and learning**

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Support the teaching of a broad and balanced curriculum across the school aimed at pupils achieving their full potential in all areas of learning
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining positive behaviour and good manners effectively to ensure a happy and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher
- Lead small groups for daily phonics and maths support
- Undertake training for the school's chosen phonics scheme (online training, organised by school)
- Support school trips as appropriate

As a cover supervisor:

- > Deliver pre-planned learning activities to whole classes during cover sessions, maintaining a calm, purposeful and productive learning environment.
- > Manage classroom behaviour effectively during cover supervision in line with the school's behaviour policy.
- > Ensure pupils complete work and provide feedback to teaching staff following lessons.
- > Adapt support and explanations appropriately to meet the needs of pupils during cover sessions.
- > Confidently supervise classes across the primary age range

### **Planning**

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons

As a cover supervisor:

Liaise with teaching staff in advance of cover sessions to ensure familiarity with lesson expectations, resources and pupil needs.

## **Working with staff, parents/carers and relevant professionals**

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including external agencies
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

As a cover supervisor:

- Communicate effectively with teachers following cover sessions regarding pupil engagement, behaviour and any concerns arising during lessons.

## **Health and safety**

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Look after children who are upset or have had accidents in line with the school's safeguarding and first aid procedures
- Read and understand all relevant school policies
- Support pupils at lunchtime in the dining hall and outside in line with school's policies
- Make sure children tidy up after themselves in the lunch area and when using play resources/equipment
- Make sure that pupils use outdoor play equipment safely

## **Professional development**

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

## **Other areas of responsibility**

### **Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school
- Read and understand all relevant school policies
- Undertake training to use the school's chosen electronic logging system (CPOMS) (Provided in school)

- Make sure pupils remain on the school premises during the midday break
- Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals

The TA will be required to follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the TA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line managers.

## Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>➤ GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths</li> <li>➤ First-aid training, or willingness to complete it (provided by the school)</li> <li>➤ Willingness to undertake Little Wandle Phonics training (provided by the school)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>➤ Experience working in a school environment or other educational setting</li> <li>➤ Experience working with children / young people</li> <li>➤ Experience planning and delivering learning activities</li> <li>➤ Experience with supporting pupils with phonics</li> <li>➤ Experience of supervising or leading learning with whole classes of children</li> <li>➤ Experience of managing behaviour positively within a classroom environment</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>➤ Good English and maths skills</li> <li>➤ Good organisational skills</li> <li>➤ Ability to build effective working relationships with pupils and adults</li> <li>➤ Skills and expertise in understanding the needs of all pupils</li> <li>➤ Knowledge of how to help adapt and deliver support to meet individual needs</li> <li>➤ Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils</li> <li>➤ Excellent verbal communication skills</li> <li>➤ Active listening skills</li> <li>➤ The ability to remain calm in stressful situations</li> <li>➤ Knowledge of guidance and requirements around safeguarding children</li> <li>➤ Good ICT skills, particularly using ICT to support learning</li> <li>➤ Understanding of roles and responsibilities within the classroom and whole school context</li> <li>➤ Knowledge of how to successfully lead learning activities for a group or class of children</li> <li>➤ Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support</li> <li>➤ Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice               <ul style="list-style-type: none"> <li>➤ Ability to confidently lead whole-class learning with support from teaching staff for planning</li> </ul> </li> </ul>

<b>Personal qualities</b>	<ul style="list-style-type: none"><li>➤ Enjoyment of working with children</li><li>➤ Sensitivity and understanding, to help build good relationships with pupils</li><li>➤ A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school</li><li>➤ Commitment to maintaining confidentiality at all times</li><li>➤ Commitment to safeguarding pupil's wellbeing and equality</li><li>➤ Resilient, positive, forward looking and enthusiastic about making a difference</li><li>➤ Capacity to inspire, motivate and challenge children and young people</li></ul>
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## Notes:

This job description may be amended at any time in consultation with the postholder.

**Last review date:** May 2026

**Next review date:** Spring 2027