



## Wyre Forest School Grade 4 Cover Supervisor (TA)

Wyre Forest 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.

### Job details

**Job title:** Grade 4 Teaching Assistant

**Salary:** TA4 SCP19 – 22 + SEN1

**Hours:** 32.50

**Contract type:** Full-time, permanent

**Reporting to:** Phase Leader

### Main purpose

The Cover Supervisor will:

- To provide cover to classes in any Phase for planned PPA cover or where a member of staff is absent, ensuring quality first teaching & learning is continued.

### Duties and responsibilities

#### Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning dependent upon class being covered
- Support the teaching of the curriculum 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
- Maintain good order among pupils, managing behaviour effectively to ensure a good 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 and/or record on Evidence for Learning
- Use IT skills to advance pupils' learning and to assess learning
- Direct the work, where relevant, of other adults in supporting learning

## Planning

- › Contribute to effective planning and assessment for planned PPA lessons
- › Read and understand lesson plans shared prior to lessons, (if available) for absence cover
- › Prepare the classroom for lessons
- › Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning

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

- › Communicate effectively with other staff members and pupils, and with parents and carers.
- › 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
- › With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
- › Collaborate and work with colleagues and other relevant professionals within and beyond the school
- › Develop effective professional relationships with colleagues

## 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
- › Provide toileting and/or intimate care for pupils

## 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
- › Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- › Promote the safeguarding of all pupils in the school

The Cover Supervisor 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 Cover Supervisor 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 manager.

## 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</li> <li>➤ NVQ Level 3</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 of planning and leading teaching and learning activities (under supervision)</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>➤ Good literacy and numeracy 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 IT skills, particularly using IT to support learning</li> <li>➤ Understanding of roles and responsibilities within the classroom and whole school context</li> <li>➤ Understanding of effective teaching methods</li> <li>➤ Knowledge of how to successfully lead learning activities for a group or class of children</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>

**Notes:**

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

**Headteacher/line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

Date:

Updated April 2026