

JOB DESCRIPTION

TITLE	Cover Teacher Assistant (Nursery to Primary 7)
BASIC FUNCTION	The Cover Teacher Assistant supports teaching staff within whichever classroom he/she is placed and with administration, and supervises children in the playground.
ACCOUNTABILITY	The Cover Teacher Assistant is accountable to the appropriate Nursery Teacher or Year Group Leader for his/her day-to-day tasks.
AUTHORITY	The Cover Teacher Assistant has authority as delegated by the appropriate Nursery Teacher, Year Group Leader and the Assistant Head (Early Education).
RELATIONSHIPS	The Cover Teacher Assistant works closely with the other Teacher Assistants and with Class Teachers.
KEY TASKS	<p>(a) Supporting Class Teachers</p> <p>In the Nursery, the Cover Teacher Assistant has a flexible, supportive role, which may involve a variety of activities, including administrative tasks. He/she may interchange with other team members to cover an area or activity for a wide variety of reasons. He/she will usually carry out practical tasks if there is a need to prioritise between contact with the children and practical jobs.</p> <p>From Primary 1 to Primary 3, the Cover Teacher Assistant supports individuals and groups of children within the classroom as directed by the appropriate Year Group Leader.</p> <p>The Cover Teacher Assistant will also work with individual children as directed by the Support for Learning Department.</p> <p>From Primary 4 to Primary 7, the Cover Teacher Assistant works with the relevant class, in particular helping with reading and Maths. He/she is also available to help children with Support for Learning.</p> <p>The Cover Teacher Assistant assists with photocopying and mounting of work, etc. He/she carries out a wide variety of other tasks connected with classroom administration to assist Class Teachers.</p> <p>The Cover Teacher Assistant assists the relevant Year Group Leader with managing and auditing Year Group resources. He/she helps with administrative tasks</p>

associated with educational visits, as well as with this relevant Primary Camp.

(b) **Supporting Children**

In the Nursery, the Cover Teacher Assistant supports children with their learning whilst working alongside another member of the team.

(c) **Supervision**

From Primary 1 to Primary 3, the Cover Teacher Assistant supervises children in the lunch hall, in the playground and, in inclement weather, within the classroom, at breaks and at lunchtime.

From Primary 4 to Primary 7, the Cover Teacher Assistant supervises children during breaks and lunchtime in the relevant play areas, in the lunch hall and in classrooms during breaks when it is raining. He/she also accompanies the relevant classes on various visits out of school. He/she may accompany children on the relevant annual Outdoor Education Camp.

(d) **Administration**

From Primary 4 to Primary 7, the Cover Teacher Assistant undertakes a wide variety of administrative tasks for the relevant Year Group, which may include photocopying. He/she is responsible for the tidiness of the staffroom noticeboards and for the general tidiness there, along with the other Teacher Assistants.

The Cover Teacher Assistant, along with the other Teacher Assistants, ensures that tea and coffee and other sundry supplies are maintained in the staffroom.

(e) **Pastoral Care**

The Cover Teacher Assistant has a shared responsibility with other staff to help and support children by listening to the concerns they express to him/her and helping to answer their day-to-day inquiries.

From Primary 4 to Primary 7, the Cover Teacher Assistant may also be required to sit with particular children at lunchtime.

(f) **Other Tasks**

The Cover Teacher Assistant will undertake any other tasks as directed by the Nursery Teacher, the relevant Year Group Leader or other members of management within the Junior School, which may be reasonably put to him/her in support of the Junior School's function.

**STAFF DEVELOPMENT
AND PRD (Appraisal)**

The Cover Teacher Assistant will have opportunities for Staff Development.

The Cover Teacher Assistant will be professionally reviewed every three years by the Assistant Head (Early Education).