

JOB DESCRIPTION

Job title:	Teaching Assistant / Cover Supervisor		
School:	Dorset Studio School	Grade:	Dorset Grade 6
Reports to:	Principal / Assistant Principal (Inclusion)		

Main job purpose

To support high-quality teaching and learning across the school by assisting teachers in the classroom, providing targeted support to students, and delivering supervised cover lessons during staff absence. The role combines both instructional support and independent classroom supervision to ensure continuity of learning.

Main responsibilities and duties

Teaching Assistant Duties

- Support teachers in planning and delivering engaging learning activities.
- Work with individuals and small groups to reinforce learning, provide intervention, or support specific educational needs.
- Assist in preparing classroom materials, resources, and displays.
- Promote positive behaviour and support the emotional and social development of pupils.
- Provide feedback to teachers on student progress and any concerns.
- Support pupils with additional needs, following individual education plans (IEPs) where appropriate.

Cover Supervisor Duties

- Supervise whole classes during the short-term absence of the class teacher.
- Deliver pre-prepared lesson plans and ensure pupils remain focused and on task.
- Manage classroom behaviour in line with the school's behaviour policy.
- Provide feedback to the relevant teacher on student progress and behaviour after cover lessons.
- Ensure the classroom environment remains safe, calm, and conducive to learning.

General Responsibilities

- Build positive working relationships with pupils, staff, and parents.
- Maintain confidentiality and follow safeguarding procedures at all times.
- Participate in staff meetings, training, and professional development activities.
- Contribute to the wider school environment, including duties such as break/lunch supervision.

- Carry out administrative tasks related to classroom support and cover supervision as required.
- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy

Person Specification

Essential

- Experience working with children or young people in an educational or similar setting.
- Strong communication and interpersonal skills.
- Ability to supervise classes confidently and manage behaviour effectively.
- Adaptability, reliability, and a positive attitude.
- Commitment to safeguarding and promoting the welfare of pupils.

Desirable

- NVQ Level 2/3 in Supporting Teaching and Learning (or equivalent).
- Experience working with students with special educational needs.
- Interest in progressing to teacher training or further educational roles.

Safeguarding Statement

Dorset Studio School is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment. The successful applicant will be required to undertake an enhanced DBS check and provide satisfactory references