North Ridge High Specialist Support School

Advertisement

Job Description: TA4, leading on staff cover

North Ridge seeks to appoint a dynamic and hardworking individual who will live up to our school motto of “do your best” to the following post.

You will have considerable experience as a teaching assistant at North Ridge and be an enthusiastic, visionary and solution-focused to lead other teaching assistants in developing their skills within the classroom. You will be a strong role model to other teaching assistants in school.

**Job Details**

**Contract type:** Permanent

**Reporting to:** Head Teacher of North Ridge High Specialist Support School

**Application closing date:** Monday 16th June (noon)

**Interviews will be held week beginning:** TBC

**Start Date:** September 2025

**How to apply**

Please complete the application form and provide a supporting letter in how you would be able to meet the requirements of the job as advertised below, addressed to the Head Teacher.

To be emailed through to: HR@northridge.manchester.sch.uk

**Main purposes of the job:**

This cover role is shared between two people due to the size of the school. You will be liaising with another TA4 for cover in carrying out the following jobs on a day-to-day basis. The role is split into managing supply agency staff, in addition to providing teacher cover yourself for absences.

***Supply management:***

* Ensure clear communication with supply agencies
* Keep a record of all supply staff information including induction, Team Teach, right to work, DBS and any other relevant information
* Ensure all statutory obligations are being met with regards to supply staff checks and visas
* Keep an accurate record of supply staff including rates for finance purposes.
* Keep a record of AWR periods and be responsible for Day 1 notifications.
* Complete inductions for new supply staff and keep an accurate record.
* Keep an accurate record of any PPA used and organise payback cover.
* Obtain feedback from supply staff and record to inform school practice.
* Ensure clear communication with school staff
* Allocate supply staff on a daily basis and update daily spreadsheet
* Organise in school cover for school staff absence
* Obtain feedback from class staff and record to inform future bookings

***Covering teachers:***

* Cover teacher absences, utilising available planning and resources or preparing planning and lessons if needed
* Lead and deploy teaching assistants in addressing the needs of pupils who require help to overcome barriers to learning
* Work in collaboration with teaching colleagues to co-ordinate and plan schemes of work to be used by teaching assistants undertaking specified teaching work
* Contribute to Senior Management Team or Departmental Management Team
* Line manage the supervision of support staff, including implementation of performance management procedures

**Support for pupils:**

1. Assess the needs of pupils and use detailed knowledge and specialist skills/training/experience to support pupils learning
2. Establish productive working relationships with pupils, taking on role model by presenting a positive personal image and setting high expectations
3. Promote the inclusion and acceptance of all pupils
4. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
5. Promote independence and employ strategies to recognise and reward achievement of self-reliance
6. Provide feedback to pupils in relation to progress and achievement
7. To carry out escort duties as appropriate whenever required.
8. Support pupils whilst recognising and responding to their individual needs.
9. Attend to pupils’ personal needs, including minor first aid and provide advice to assist in their pastoral, social, health, hygiene development and welfare matters.
10. Be a strong team player who is solution focused

**Support for teachers:**

1. To assist the teacher to ensure a safe classroom and outdoor environment, checking materials and personal equipment for defects and implement risk assessments carried out by the teacher according to school guidelines.
2. To liaise with therapists, medical staff, and other personnel working with pupils as required, assisting with the coordinating and planning of programmes of work and to integrate specialist advice and practice into ILPs.
3. Organise and manage an appropriate learning environment and resources
4. Within an agreed scheme, of supervision, contribute to the whole planning cycle, including preparing challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
5. Give regular feedback on children’s progress to the class teacher and file records
6. Be responsible for keeping and updating records, information and data, producing analysis and reports as required
7. Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
8. Record progress and achievement in lessons/activities systematically and providing evidence of a range and level of progress and attainment
9. Undertake marking of pupil’s work and accurately record achievement/progress
10. Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
11. Provide specialist advice and guidance (e.g communication) as required
12. Liaise with parents/carers, schools and establish constructive relationships and communicate with other relevant bodies to support achievement and progress of pupils
13. Supporting the role of parents in pupils’ learning and contribute/lead meetings with parents to provide constructive feedback on pupil progress and achievement.
14. Take the lead role in the development and implementation of appropriate behaviour management strategies promoting self-control and independence.
15. Monitor and evaluate pupil responses to learning through observation and planned recording of achievement against predetermined learning objectives.

**Line management responsibilities:**

1. Manage the Teaching Assistant staff within the school or department under the direction of the headteacher
2. Liaise between managers, teaching staff and teaching assistants
3. Hold regular team meetings with managed staff
4. Represent teaching assistants at teaching staff/management/other appropriate meetings
5. Undertake recruitment/induction/performance management/training/mentoring for other teaching assistants
6. Be an effective communicator, developing strong and supportive professional relationships with coleagues
7. Have strong attendance, setting a clear example for your colleagues

***Candidates are required to complete the application form and provide a letter of application addressed to the Head Teacher outlining how they can meet the requirements of the job role***

If invited to interview, candidates will be required to deliver a short presentation on an area linked to the cover role.

**Review and Amendment**

This job description may be amended at any time after consultation with the post holder. It is normally subject to annual review. It may be amended at the request of the Headteacher but only after full consultation between them.

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