

Job description: Higher Level Teaching Assistant (HLTA) / Cover Supervisor

Purbrook Infant 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: Higher level teaching assistant (HLTA) / Cover Supervisor

Salary: Grade D

Hours: 30

Contract type: Permanent/Term Time Only

Reporting to: Lisa de Carteret, Head Teacher

Main purpose

The HLTA / Cover Supervisor will:

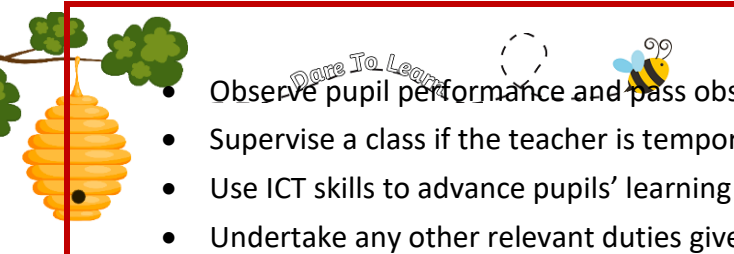
- Work with class teachers to raise the learning and attainment of pupils
- Cover classes following the teachers planning
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and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

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 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 good order and discipline 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



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- 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
 - To cover and lead class teaching (under supervision) as and when appropriate
 - Direct the work, where relevant, of other adults in supporting learning

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.
- Use their area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities.
- Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning
- Plan how they will support the inclusion of pupils in the learning activities

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
- 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 specialist advisory teachers
- 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
- Report incidents of poor behaviour or safeguarding in a timely and effective manner.

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

The HLTA/ 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 HLTA / Cover Supervisor will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the head teacher or line manager.

Person specification

CRITERIA	QUALITIES
Qualifications and training	GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and math's First-aid training, or willingness to complete it
Experience	Experience working in a school environment or other educational setting Experience working with children / young people Experience planning and delivering learning activities Experience of covering a class under supervision Experience of planning and leading teaching and learning activities (under supervision)

Skills and knowledge

Good literacy and numeracy skills
 Good organisational skills
 Ability to build effective working relationships with pupils and adults
 Skills and expertise in understanding the needs of all pupils
 Knowledge of how to help adapt and deliver support to meet individual needs
 Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils
 Excellent verbal communication skills
 Active listening skills
 The ability to remain calm in stressful situations
 Knowledge of guidance and requirements around safeguarding children
 Good ICT skills, particularly using ICT to support learning
 Understanding of roles and responsibilities within the classroom and whole school context
 Understanding of effective teaching methods
 Knowledge of how to successfully lead learning activities for a group or class of children
 Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support
 Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice

Personal qualities

Enjoyment of working with children
 Sensitivity and understanding, to help build good relationships with pupils
 A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school
 Commitment to maintaining confidentiality at all times
 Commitment to safeguarding pupil's wellbeing and equality
 Resilient, positive, forward looking and enthusiastic about making a difference
 Capacity to inspire, motivate and challenge children and young people

Notes:

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

