

## **JOB DESCRIPTION**

<b>Post:</b>	<b>Cover Supervisor (HLTA)</b>
<b>Grade:</b>	Level 5 (Band 5 – point 22 – 25)
<b>Hours:</b>	35hrs per week - Term Time plus 5 Monday to Friday 8.30am to 4.00pm (Includes 30 minute break)
<b>Line Manager:</b>	<b>Head of Campus</b>

### **Purpose:**

To collaborate with teachers in planning and delivering programmes of teaching and learning activities for classes. The primary focus is to undertake educational activities with individuals, groups and whole classes within a framework agreed with and under the overall direction and supervision of a qualified teacher.

Work may be carried out in the classroom or outside the main teaching area and may include preparation, and maintenance of resources and support to staff and pupils.

### **Support for Pupils:**

1. Plan, prepare and deliver assigned programmes of teaching and learning activities to individuals, small groups and/or classes modifying and adapting activities as necessary under the overall direction and supervision of a teacher.
2. Assess, record and report on development, progress and attainment
3. Liaise with staff and other relevant professionals and provide information about pupils as appropriate
4. Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision
5. Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate

7. Develop and implement Individual Development Plans for pupils (such as Individual Educational Plans), including attendance at, and contribution to, reviews
8. Support the role of parents / carers in pupils' learning and contribute to meetings with parents / carers to provide constructive feedback on pupil progress/achievement etc
9. Liaise with external agencies on a regular basis
10. Within an agreed framework of supervision, during the short term absence of the classroom teacher, supervise and support pupils undertaking work and support work to establish an appropriate learning environment.
11. Implement agreed teaching programmes, adjusting activities according to pupil responses and needs

#### **Support for the Campus:**

1. Supervise or manage the work and development of other classroom support staff
2. Be responsible for the preparation, maintenance and control of stocks of materials and resources
3. Provide pastoral care to pupils
4. Be responsible for pupils who are not working to the normal timetable
5. Invigilate exams and tests
6. Liaise regularly with teacher and all appropriate professionals about student's progress and emotional well-being
7. Attend relevant in-service training and professional development courses.
8. Understand and implement academy policy in all areas, including policies relating to child protection, health, safety and security, confidentiality and data protection, behaviour and uniform regulations.
9. Be aware and support difference and ensure all pupils have equal access to opportunities to learn and develop.

10. Assist with break-time and lunch-time supervision including facilitating games and activities
11. Update student records.
12. Participate in evaluation and give feedback.
13. Foster links between home and school.
14. Contribute to reviews of student's progress.
15. Supporting and attending whole academy/campus events.
16. Contributing to the campus duty rotas.
17. Contribute to the overall ethos/work/aims of the academy
18. Undertake any other reasonable task as may be directed by the Head of Campus/Senior Leadership Team.

**Person Specification:**

- Working at NVQ Level 3 in supporting teaching and learning or equivalent
- Minimum of 5 GCSE's at grade C or above (including Maths and English)
- Good interpersonal skills
- Able to work independently and show initiative or as part of a team
- Good communication skills
- Good time management and organisational skills
- Has a warm personality and is able to stay calm under pressure
- Demonstrates good interpersonal skills with children and adults
- Is able to gain the confidence of children who are behaviourally challenging or socially withdrawn
- Enjoys learning
- Is able to plan programmes of support that incorporate variety, interest and pace
- Is able to keep succinct records of involvement

**COMPLETED BY:** ..... **DATE:** .....  
(T. Cook HR Director)

**Signature of Post holder:** ..... **Date:** .....