



HLTA / Cover Supervisor Spring 2023

Salary	Please see below information
Hours	Part Time, 25 hours per week, term time only
Working Pattern	Monday - Thursday with exact timings to be discussed
Contract	Permanent
Start Date	a.s.a.p or 17/04/2023
Location	Cheam Fields Primary Academy (SM3 8PQ)

We have an exciting opportunity for either a Higher Level Teaching Assistant (HLTA) or Cover Supervisor to join our hardworking and motivated team at Cheam Fields Primary Academy.

The purpose of this role is to provide high quality learning opportunities and cover on behalf of the class teacher, during periods of planned and unplanned absence. You will collaborate with teachers and other staff to plan, deliver and provide feedback for classes, small groups and individual pupils throughout the school within a framework agreed with and under the guidance and supervision of qualified teachers.

The exact role will be dependent on the candidate's experience and qualifications.

Applicants for the role of Cover Supervisor (minimum of L3 diploma) should refer to this [job description and person specification](#).

Applicants for the role of HLTA (meet HLTA standards or equivalent qualification or experience) should refer to this [job description and person specification](#).

The salary range for this position will be as follows:

	Cover Supervisor	HLTA
Salary range	Support staff grade 4/5 Range of scale points 7-15 Outer London weighting	Support staff grade 5/6 Range of scale points 11-20 Outer London weighting
Full time equivalent range (Based on 36 hours per week, all year round)	£25,629 - £29,214	£27,357 - £31,731
Actual range examples Term time only & 5 days	25 hours £15,220 - £17,349	25 hours £16,247 - £18,844
Closing Date for Applications:	Ongoing	
Interviews to be held:	As applications are received	

Ideally, we are looking to appoint one candidate for 25 hours per week, but we will consider applications from candidates who wish to work fewer hours (e.g. 2 or 3 days) and where we can appoint more than one person to cover the 25 hours. The hours of work are expected to be 08:15 - 15:30 (1 hour for lunch), but we can be flexible for the right candidate..

The successful candidate(s) will:

- Be suitably qualified (please refer to the person specification documents for details of this);
- Have relevant and recent experience leading whole classes under a framework of supervision;
- Be motivated to provide the best learning experiences possible for our pupils;
- Work collaboratively with colleagues and have a positive and solution-focused outlook;
- Be flexible and willing to adapt to suit the school's needs as they arise, sometimes on short notice

Informal conversations are welcomed and visits to our academies are highly encouraged.

Please contact the school directly on 020 8644 9055 to arrange this.

External applicants should complete an [application form](#), detailing how you meet the qualities required in the appropriate person specification above, and giving examples of recent and relevant experience of a range of tasks identified in the job description. We regret that we are unable to accept CVs.

Internal applicants should complete a statement of suitability, outlining the same details as above.

Please note: LEO Academy Trust may hold interviews as and when applications are received, and this job may be withdrawn at any point without notice. With this in mind, you are encouraged to apply as early as possible.

About Us

At LEO Academy Trust, we are proud to serve over 3800 pupils from across the London Borough of Sutton and Surrey. Our Trust was formed in 2015. Since then, we have developed a self-improving network of great learning communities formed from seven primary schools, supported by both our Inclusion & Wellbeing Hub and our Opportunity Hub. We are proud to provide endless opportunities for our pupils, staff and the local communities we are part of. Our commitment to Professional Development is ongoing; staff and governors access training through our LEO CDP website, Judicium's online learning portal and a wide ranging programme of courses delivered in our LEO Training Room and online via GoogleMeet. Learning, Excellence and Opportunity are at the heart of our Trust, embedded through our shared mission, values and aims.

LEO Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check along with further checks as appropriate to the role and applicant circumstances.

LEO Academy Trust is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a supportive and inclusive working environment in which all individuals are able to make best use of their skills. Applications are invited from all members of the community. We do not discriminate against staff on the basis of age; race; sex; disability; sexual orientation; gender reassignment; marriage and civil partnership; pregnancy and maternity; religion, faith or belief (Equality Act 2010 protected characteristics). The principles of non-discrimination and equality of opportunity also apply to the way in which staff and Trust treat visitors, volunteers, contractors and former staff members.

Employees working in any role that requires them to communicate with pupils, parents, guardians, staff and / or members of the community, must be able to speak fluent English to enable the effective performance of the role and to ensure that they are able to abide by their safeguarding responsibilities.

Please note that shortlisted candidates will be required to complete a self declaration form detailing any relevant criminal offences and other relevant information relating to our safeguarding duty (further information will be provided on that form).

In addition, shortlisted candidates will be subject to an online search, for information that is publicly available online. This will include social media accounts you may hold.