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*First-class education and care that allows every child to achieve their potential, regardless of location, prior attainment or background.*

By Working Together  
Sustaining Excellence  
Transforming Learning

## Whissendine Primary School

### Job description: Cover Supervisor

The Rutland Learning Trust is committed to creating a diverse workforce. We'll 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

**Salary:** Scale 5 Point 12 - 17

**Hours:** 30 hours

**Contract type:** Fixed term until 31 August 2026, subject to review and possible extension

**Reporting to:** Headteacher. In the absence of the Headteacher, the Senior Teacher. Class teachers when undertaking short-term cover of their classes.

#### Main purpose

In addition to the requirements of a Higher Level Teaching Assistant:

To undertake short-term cover in the absence of a class teacher, including 1.5 days cover in EYFS. Under the guidance of class teachers, to contribute to the planning, preparation and assessment of teaching and learning. To organise cover arrangements in the absence of teaching and support staff.

#### Duties and responsibilities

In addition to the requirements of a Higher Level Teaching Assistant:

- To cover short-term class teacher absences, including the contribution to planning, preparation, delivery and assessment of achievement and attainment.
- To assist class teachers in the raising of attainment by ensuring all pupils have equal opportunity to fulfil their potential and to work as a member of the Team to ensure high standards of educational provision for all pupils.
- Under the direction of class teachers, assist in maximising the use of ICT in the learning process.
- To establish constructive working relationships with all pupils, setting high expectations and acting as a positive role model.
- To be responsible for promoting and safeguarding the welfare of pupils within School.
- To assist in the provision of a welcoming, stimulating environment and the smooth running of the School.
- To provide precise feedback, at the point of learning, to pupils to enable them to make progress.

- Develop effective professional relationships with all stakeholders, including colleagues, parents, external agencies and the wider community.
- Demonstrate consistent high standards of personal and professional conduct, acting within the statutory frameworks which set out the professional duties and responsibilities and make a positive contribution to the wider life and ethos of School.
- Support in the management of records, information and data.

#### Specific Responsibilities:

- In the absence of a class teacher, support staff and/or lunchtime staff, the Cover Supervisor will appropriately assess the need for cover and efficiently organise cover ensuring the health, safety and well-being of all staff and pupils.
- To provide short-term cover in the absence of class teachers, contributing to planning, preparation and assessment.
- To produce termly before school, morning break and lunchtime cover rotas, ensuring fair allocation across the School year.
- To lead the Young Governors, holding regular meetings, organising events as discussed and ensuring they play a full and active role in aspects of School life.
- To support the Headteacher with School displays and other administrative tasks.

These duties and responsibilities should not be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities that are commensurate with the level of the post.

Non-contact time will be given to the Cover Supervisor in order to carry out the required duties to a high standard.

### **Other areas of responsibility**

- Read and follow the relevant school policies
- Undertake training required to develop in the role

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 a cover supervisor will carry out. The postholder may be required to do other duties appropriate to the level of the role.

## **Job description: Higher Level Teaching Assistant**

### **Main purpose of the post:**

- To have high expectations of children with a commitment to helping them fulfil their potential.
- To undertake education support duties and assist the class teacher in the day to day needs of the pupils in their care,
- To support the teacher to implement the curriculum and respond to the pupils' needs.
- To foster the participation of pupils in the social and academic processes of the school, enabling pupils to become more independent learners and to help raise the standards of achievement for all pupils.
- To contribute to planning, preparing and delivering agreed work, and supporting programmes for individuals or groups of pupils.
- To maintain complete confidentiality on all school matters.
- To ensure safeguarding policy and practice is adhered to and maintained at all times.

### **Duties and Responsibilities**

#### **Teaching and learning – Higher Level Teaching assistants are expected to:**

- 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
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress.
- Observe pupil performance and pass observations on to the class teacher.
- To cover and lead class teaching as and when appropriate.
- Direct the work, where relevant, of other adults supporting learning.
- Communicate effectively and sensitively with pupils to adapt to their needs and support their learning.
- Maintain a stimulating and safe learning environment by organising and managing physical teaching space and resources.
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher

#### **Working with others – Higher Level Teaching Assistants are expected to:**

- Recognise and respect the role and contribution of other professionals, parents and carers by liaising effectively and working in partnership with them.
- 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 responsibility to share knowledge to inform planning and decision making.
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Work as part of a team and develop effective professional relationships with colleagues

## **Main Tasks:**

- Provide pupils with the level and type of support specified by the teacher, whilst at the same time encouraging the pupils towards independence and accepting responsibility for their own behaviour.
- 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
- 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
- Cover and lead class teaching during the absence of teachers.
- Establish and maintain a good relationship with pupils.
- Promote positive pupil behaviour in line with school policies by the use of praise and encouragement both in the classroom and on the playground as required.
- Undertake playground supervision during the mid-morning break.
- Help pupils with toileting and dressing, paying particular attention to hygiene.
- To supervise the children's play involving toys and apparatus and role play under the direction of the teacher.
- To assist in the recording of observations, lessons and assessment as required by the teacher(s).
- To support the use of ICT in the classroom and to help promote e-safety at all times.
- To assist in the maintenance of a safe environment for pupils and staff.
- To assist in the presentation of display materials.
- To assist with supervision during sports activities, for example, using apparatus under the direction of the teacher(s).
- To assist with supervision on educational visits.
- To assist with the development and implementation of provision maps.
- To work with individuals/small groups in or out of the classroom and take responsibility for their learning.
- To liaise regularly with the teacher and/or take part in planning meetings, inset days and any other meetings as required.
- To take part in training activities offered by the school and the county to further knowledge
- To undertake annual training on Safeguarding and to exercise a high degree of vigilance, being consistently aware of the need to follow safeguarding policy and procedures.
- To promote inclusion and equality of opportunity regardless of gender, race, cultural background, ability, religious beliefs, sexual orientation or any additional physical, sensory or emotional needs.

## **Health and safety – Higher Level Teaching assistants are expected to:**

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- Look after children who are upset or have had accidents

## **Professional development – Higher Level Teaching assistants are expected to:**

- 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

## **Personal and professional conduct – Higher Level Teaching Assistants are expected to:**

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of Rutland Learning Trust schools, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community

- Respect individual differences and cultural diversity

### Other duties

All Multi-Academy personnel are periodically expected to carry out tasks and duties within their area of competence not listed herein, as directed, to meet the needs of the business. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

All Rutland Learning Trust staff will be required to:

- safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.
- have proper and professional regard for the ethos, policies and practices of the school in which they work;
- treat pupils, parents/pupil carers, governors, community and staff members with dignity; building relationships rooted in mutual respect, and at all times observe proper boundaries appropriate to their professional position;
- maintain the confidentiality of data and information;

### Reviewing

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

## Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• HLTA status.</li> <li>• A nationally recognised qualification in English and Maths at Level 2 or above.</li> <li>• First Aid qualification.</li> <li>• Safeguarding and Prevent.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of providing short-term cover in the absence of class teachers across a range of age groups.</li> <li>• Evidence of supporting class teachers in teaching and learning across a range of age groups.</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• In-depth knowledge of EYFS Statutory Framework</li> <li>• In-depth knowledge of the National Curriculum across Key Stages 1 and 2.</li> <li>• Able to effectively manage pupils' behaviour in a positive manner with consistent, clear boundaries following the School's Behaviour Management Policy.</li> <li>• Excellent communication and interpersonal skills: able to talk effectively to children, parents, external professionals, colleagues, students and all visitors to School.</li> <li>• Confident in the use of ICT.</li> <li>• Promote an ethos conducive to good, positive relationships for all, maintaining high standards of behaviour whilst acting as a positive role model.</li> </ul>

<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Well-organised.</li> <li>• Calm and positive.</li> <li>• Flexible and adaptable.</li> <li>• Dependable and reliable.</li> <li>• Honest and trustworthy.</li> <li>• A commitment to working collaboratively and co-operatively with all stakeholders, including the wider community.</li> <li>• Satisfactory enhanced DBS check and references.</li> </ul>
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## Notes:

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

If you don't have all of the experience listed above but are interested in applying, contact the school office.

**Last review date: 14 November 2023**

**Headteacher/line manager's signature:**

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**Date:**

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**Postholder's signature:**

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**Date:**

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