



Nightingale Primary School: Job Description

Job title	Senior TLA - Cover Supervisor
Salary	LBR6 (£35,520 - £36,585 pro rata)
Contract type	Full Time (36 hours per week, 44.46 weeks per year / 44.92 after 5 years continuous service)
Reporting to	DHT
Responsible for	N/A

Purpose

The Senior TLA - Cover Supervisor will cover whole class lessons in the absence of teachers, following lesson plans provided by a teacher. They will also provide day-to-day support for children either within class or in 1:1 and small group interventions when not covering.

There may also be the requirement to undertake other duties delegated by the SLT.

Qualities

The Senior TLA - Cover Supervisor will:

- Uphold public trust in the school and maintain high standards of ethics, behaviour and professional conduct.
- Build positive and respectful relationships across the school community.
- Serve in the best interests of the school's pupils.

Duties and responsibilities

Support for Learning

- Liaise with teachers or phase leaders ahead of lessons to understand lesson content.
- Support children with learning within the classroom environment.
- Complete basic marking and provide feedback to children within the lessons.
- Feed back relevant information to class teachers and phase leaders.

Wellbeing and Behaviour

- Maintain appropriate standards of behavior within the classroom and around the school.
- Follow the school's behavior policies and strategies.
- Support children's wellbeing within the classroom.

Working with members of the school community

- Maintain effective relationships and communication with a range of stakeholders, including pupils, parents, school staff and external support agencies.
- Liaise with class teachers or phase leaders about lessons being delivered.
- Liaise with class teachers or phase leaders about the behavior and well-being of pupils taught
- Liaise with parents about their children to share any necessary information on lessons covered.

Managing own performance and development

- Undertaking relevant continuing professional development to meet their own learning and development needs
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Other duties and responsibilities

- Covering duties (e.g. playground duty) for absent teachers

Please note that 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 Senior TLA will carry out. The postholder may be required to do other duties appropriate to the level of the role.



Nightingale Primary School: Person Specification

Criteria	Qualities	Essential	Desirable
Qualifications	Relevant Level 3 Qualification	✓	
Experience	Substantial, successful primary school experience across at least 2 key stages	✓	
	Experience working with children with SEND with a range of needs	✓	
Skills and Knowledge	Curriculum knowledge across the primary age-range	✓	
	Knowledge of best practice in delivering a range of interventions to support learning	✓	
	Good standard of maths	✓	
	Effective IT skills	✓	
	Effective communication and interpersonal skills (written, oral and presentation skills with a range of stakeholders, including parents)	✓	
	Evidence of continuing professional development	✓	
Personal Qualities	Resilience and the ability to work under pressure, prioritise effectively and remain positive	✓	
	Ability to work effectively as part of a team	✓	
	A commitment to promoting the ethos and values of the school	✓	
	A commitment to equality of opportunity and inclusive practice	✓	
	A commitment to safeguarding pupils	✓	