



Post Title	Grade
Cover Supervisor/HLTA	Grade 5

STATEMENT OF PURPOSE

Under an agreed system of supervision, to supervise whole classes during the short-term absence of the class teacher under the guidance of teaching/senior staff, including implementing work programmes, managing student behaviour and assisting students in relevant activities in line with the school's policies and procedures.

SUPPORT FOR STUDENTS

- Supervising work that has been set by teaching staff.
- Assist with the development and implementation of Individual Education Plans.
- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all students within the classroom.
- Support students consistently whilst recognising and responding to their individual needs.

SUPPORT FOR TEACHER

- Provide feedback to students in relation to progress and achievement.
- Dealing with any immediate problems or emergencies according to the school's policies and procedures.
- Collecting any completed work after the lesson and returning it to the appropriate teacher.
- Managing behaviour of students whilst they are undertaking this work to ensure a constructive environment, according to the school's behaviour policy.
- Reporting back as appropriate using the school's agreed referral procedures on the behaviour of students during the class, and any issues arising.
- Completing tracking sheets and information on student attendance and rewards.

SUPPORT FOR THE CURRICULUM

- Support the use of ICT where appropriate.
- Make appropriate use of equipment and resources.

SUPPORT TO SCHOOL

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Assist with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure all students have equal access to opportunities to learn and develop.
- Liaise effectively with teachers/parents/guardians, welfare officers, health visitors and other professional staff as part of the routine consultative process.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of students out of lesson times, including before and after school and at lunchtimes
- Recognise own strengths and areas of expertise and use these to advice and support others.

Note 1: The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

ESSENTIAL CRITERIA

Experience:

Three years' experience of working to support children's learning gained in a relevant environment.

Qualifications:

- Very good numeracy/literacy skills equivalent to GCSE grade C and above.
- NVQ 3 for Teaching Assistant (or recognised equivalent qualification).

Knowledge/Skills:

- Full working knowledge of relevant policies/codes of practice.
- An understanding of curriculum matters and to be able to contribute effectively to curriculum development, planning, evaluation and implementation.
- In depth understanding of areas of learning, e.g. Literacy, Numeracy, Science or SEN.
- Understanding of principles of child development and learning processes.
- Ability to plan effective actions for students at risk of underachieving.
- Effective use of ICT to support learning.
- Use of other equipment technology – video, photocopier.
- Well-developed interpersonal skills to be able to relate well to a wide range of people.
- Work constructively as part of a team whilst being able to demonstrate initiative.
- Good communication skills.

Behavioural Attributes:

- Customer focused.
- Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.
- Open, honest and an active listener.
- Takes responsibility and accountability.
- Committed to the needs of the students, parents and other stakeholders and challenge barriers and blocks to providing an effective service.
- Demonstrates a "can do" attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.
- Is committed to the provision and improvement of quality service provision.
- Is adaptable to change/embraces and welcomes change.
- Acts with pace and urgency being energetic, enthusiastic and decisive.
- Communicates effectively.
- Has the ability to learn from experiences and challenges.
- Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.

Perform other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

These tasks are indicative of the duties and accountabilities of the role and as such are not exhaustive. They will be reviewed periodically to reflect the changing needs, aims and values of the school and the wider Trust.

Your duties may involve access to information of a confidential and sensitive nature which may be covered by Data

Protection Act 2018. All employees of The Potteries Educational Trust will be expected to comply with the Data Protection Act when handling any personal data. Confidentiality must be maintained at all times. In addition to the above the post holder must be committed to safeguarding and promoting the welfare of children and young

people and to following policy and ensuring compliance with the Health and Safety policy and procedures at all times.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. In addition, you may be expected to take part in any other reasonable duties which may be required.

Achieve Excellence