



Kessingland Church of England Primary Academy

Higher Level Teaching Assistant / Cover Supervisor

Pay Grade: Scale E

Responsible to: The Headteacher / Leadership Team. Works to and with a qualified teacher on a day-to-day basis and led by the Phase Leader.

Purpose of role: To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals / groups or short term to cover teacher absences. This role will involve monitoring pupils and assessing or (under an agreed system of supervision).

Our Vision:

Immeasurably more than we can imagine!

Our passion and ambition is to see children in all our schools and academies achieve excellent educational outcomes alongside developing and growing into their potential as individuals made in the image of God. Our culture is one of high aspiration rooted in our Christian values as demonstrated in the life and teachings of Jesus Christ. We have a desire to see Norfolk, and our schools in North East Suffolk, and its education system recognised as a place of aspiration, achievement and hope whether living in a rural area, coastal community, market town or the city of Norwich.

Other job information:

Liaise with teachers, other support staff, health and education specialists, parents, visitors and volunteers.

STANDARD AND REGULATIONS FOR HIGHER LEVEL TEACHING ASSISTANTS

Higher Level Teaching Assistants should have regard to the standards and regulations published by the DfES and the National Employers in carrying out their responsibilities.

Main responsibilities:

- Undertake the job description of a Higher Level Teaching Assistant / Cover Supervisor and are able to undertake or contribute to the development of strategies and policies. HLTAs can deliver whole class learning to release a class teacher for PPA or other non-contact time.
- Cover Supervision for short-term absences. These might be known in advance (for example, where a teacher has a medical appointment or is undergoing professional development) or unexpected (absence due to illness).

Support for Pupils

- Assess the needs of pupils and use detailed knowledge and specialist skills to support learning.
 - Take responsibility for the developing and implementing IEPs (Individual Education Plans).
 - Supervise pupils while they are engaged in learning activities and deal with immediate issues
 - Manage pupils' behaviour within the ethos and behavioural policies of the school.
 - Set high expectations of conduct whilst acting as a role model.
 - Respond to pupil queries on procedures, while keeping pupils on track.
 - Promote the inclusion and acceptance of all pupils within the classroom.
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- **Support for Teachers**
 - Take responsibility for organising and managing appropriate learning environments.
 - Responsible for the recording progress and achievements in lessons.
 - Establish a clear framework for disciplinary matters.
 - Meet with parents to give constructive feedback on pupil progress and achievement.
 - Provide objective and accurate feedback to the teacher on the conduct of the lesson and the behaviour of the pupils.
 - Collect and pass on any completed work.
 - Maintain and pass on any appropriate records as agreed beforehand with the teacher.
 - Provide support and assistance to teaching staff in assessing the pupils.

Support for Curriculum

- Uses ICT effectively for learning activities and developing pupils' competence and independence on its use. Able to select and prepare the necessary resources to teach learning activities.
- Take responsibility for advising on the appropriate deployment and use of specialist aids/resources/equipment.

Support for the School

- Assists with the development of school policies and procedures relating to child protection, health safety and security, confidentiality and data protection.
- Take the initiative in developing appropriate approaches to supporting pupils.
- Take responsibility for the provision of out of school learning activities within guidelines established by the school.
- Be aware of, support difference, and ensure that all pupils have equal access to opportunities to learn and develop.
- Participate in training and other learning activities as required.
- To undertake other similar duties and activities within the grade and scope of the post as directed by the Headteacher.

	Essential	Desirable
Person Specification	<p>Excellent numeracy/literacy skills/GCSE (or equivalent NVQ Level 2).</p> <p>Good general level of education and to NVQ Level 3.</p> <p>Meet Higher Level Teaching Assistant standards or equivalent qualification or experience.</p> <p>Specialist skills/training in curriculum or learning.</p>	Has obtained a degree
Experience	<p>Experience of working with pupils of relevant age in a learning environment.</p> <p>Experience of using PiXL, leading to improved pupil outcomes.</p>	Experience of leading a large group of pupils.
Skills and knowledge	<p>Can use IT effectively to support learning.</p> <p>Full working knowledge of relevant policies/codes of practice/ legislation.</p> <p>Working knowledge and experience of implementing the National Curriculum and other relevant learning programmes.</p> <p>Good understanding of child development and learning processes.</p> <p>Understanding of statutory frameworks relating to teaching.</p> <p>Constantly improve own knowledge/ practise through self-evaluation and learning from others.</p> <p>Ability to relate well to children and adults.</p> <p>Ability to apply behaviour management policies and strategies to contribute to purposeful learning environment</p> <p>Ability to encourage pupils to learn using pre-set material.</p> <p>Ability to undertake varied duties.</p>	Basic knowledge of first aid.

Person specification (continued)	<p>Ability to work under direction of different people and as part of a team.</p> <p>Good communication skills with people of all levels.</p> <p>Ability to gain respect of pupils through manner of confidence and authority.</p> <p>Able to organise own workload in the context of varied tasks.</p> <p>Able to work calmly under pressure.</p> <p>Ability to evaluate own performance and make any necessary changes to be more effective.</p>	
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General Information

- The job description details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job
- All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and school's policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.