



## HLTA/COVER SUPERVISOR JOB DESCRIPTION

**Job Title:** Higher Level Teaching Assistant/Cover Supervisor

**School/Service:** Histon & Impington Junior School

**Reports to:** Headteacher

**Grade:** Level 4, Points 22 – 24 (depending on experience)

**Location:** **Histon & Impington Junior School**

**Hours:** 37.5 hours

### **Job Purpose:**

Support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school. Contribute to raising standards of achievement for all pupils.

### **Principal Accountabilities:**

#### **1. Support for children**

- As agreed with the class teacher, take responsibility for delivering planned curriculum activities.
- Contribute to the planning and preparation of learning activities.
- Provide specialist learning support (requiring in-depth knowledge and experience) to children with severe special needs, or where English is not their first language.
- Monitor pupil care needs and ensure the teaching assistant team contribute support effectively and in line with good practice.
- Take responsibility for delivering learning activities with groups who would benefit from a different learning approach as agreed with the class teacher.
- Establish and maintain supportive relationships with individual pupils, whole class groups and parents/carers.
- Liaise with specialist services on behalf of individual pupils, e.g. educational psychologists, speech therapists, by agreement with the class teacher.
- Provide guidance to teaching assistants on promoting inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.

#### **2. Support for the curriculum**

- Support the school curriculum, providing additional support for groups of children as agreed.
- Provide additional tuition for children who need extra support with ICT.
- Arrange and deliver extra classes for pupils to improve the range or quality of subjects offered as agreed.
- Provide targeted support to enhance learning and improve attainment
- Ensure other teaching assistants have the appropriate skills to make best use of ICT.



### **3. Support for the teacher**

- Provide support in evaluating pupil progress and development .
- Contribute to the development of IEPs for children with special needs.
- Contribute to the planning and evaluation of work programmes for individual pupils and groups.
- Provide feedback on learning activities and contribute to school review and development planning.
- Organise the learning environment and develop appropriate classroom resources as required.
- Contribute to behaviour management within the school and take charge of situations to allow the teacher to continue to work with the rest of the class.
- Provide guidance to teaching staff in the effective deployment of teaching assistants.

### **4. Support for the school**

- Develop and maintain effective working relationships with other staff and parents or carers.
- Provide support to the headteacher in ensuring that the whole school provides a safe and healthy environment.
- Attend and actively participate in staff meetings.
- Contribute to the development of less experienced teaching assistants
- Act as a mentor and role model for other teaching assistants.
- Provide advice and guidance to teaching assistants on best practice and practical problem-solving.
- Make suggestions for school events and take a leading role in organising them as agreed.