

James Cambell Primary School - HLTA/Cover Supervisor Job Description

November 2020

This is primarily a classroom-based role. Post holders will work with teachers, teaching assistants and pupils to make a major impact on teaching and learning. Higher Level Teaching Assistants will have high expectations of all pupils and respect for their social, cultural, linguistic, religious and ethnic backgrounds. They will be committed to raising pupils' educational achievement.

Purpose of the job:

- To supervise whole classes across the primary age range (Early Years to year 6) during teachers' PPA time and/or short-term absences.
- To provide support to groups of children (e.g. through the delivery of catch-up interventions)
- To complement teachers' delivery of the national curriculum and contribute to the development of students and school policies and strategies.
- To work collaboratively with teaching staff and assist teachers in the whole planning cycle and the management/preparation of resources.
- To provide support for students, the teacher and the school in order to raise standards of achievement for all, by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes, and to encourage students to become independent learners, to provide support for their welfare, and to support the inclusion of students in all aspects of school life.

Planning:

- Support teachers in lesson planning and in evaluating and adjusting lessons/plans.
- Develop and prepare resources for learning activities where necessary in accordance with lesson plans and in response to student need.

Teaching and Learning:

- Within an agreed system of supervision and within a pre-determined lesson framework, teach whole classes covering PPA.
- Provide verbal and written feedback on lesson content, student responses to learning activities and student behaviour, to teachers and pupils.
- Motivate and progress pupils' learning by using clearly structured, interesting teaching and learning activities.
- Be familiar with lesson plans, IEP targets and learning objectives
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- With teachers evaluate pupils' progress through a range of assessment activities.
- Assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
- Monitor pupils' participation and progress and provide constructive feedback to pupils in relation to their progress and achievement.
- Assist in maintaining and analysing records of pupils' progress.

Behavioural and Pastoral:

- Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual/s involved understand it is unacceptable.
- Understand and implement school child protection procedures and comply with legal responsibilities.
- At all times carry out duties with due regard to the school's Health and Safety policy.
- To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies.

Professional responsibilities:

- Make a positive contribution to the wider life and ethos of James Cambell Primary School.
- Develop effective professional relationships with colleagues.
- Communicate effectively with parents with regard to pupils' achievements and well-being.
- To attend relevant meetings as required.

This job description is neither exhaustive nor exclusive, and it may, after consultation with the post holder be subject to modification and amendment in accordance with the needs of the school.