



# **Richmond Avenue Primary & Nursery School**

## **Job Description**

**POST TITLE:** Cover Supervisor/HLTA

**RESPONSIBLE TO:** SLT/Headteacher

**SALARY:** Level 6, Point 13. Actual Salary - £19011

**HOURS:** 8.30am-4.00pm with 1 hour lunch

### **JOB SUMMARY**

The role of the Cover Supervisor is to work across the school to provide cover for teachers when they are absent from school for a variety of reasons e.g. Leadership and Management release time, CPD training, Sickness etc or to cover regular PPA sessions. At other times you will be allocated by your line manager to support children across the school working in classes, with small groups or individuals under the direction of the class teacher / phase leader.

### **PURPOSE OF THE JOB**

The role of the Cover Supervisor is:

- To provide and deliver learning activities to whole classes of pupils when the class teacher is not present. The Cover Supervisor will deliver lessons that have been planned by the class teacher and report on development, progress and attainment.
- To work independently with whole classes of pupils from Reception to Year 6.
- To work as part of the school community to support Teaching and Learning across the school.

### **SUPPORT FOR PUPILS**

- To assess the needs of pupils and use detailed knowledge and skills to support pupils' learning.
- To establish productive working relationships with pupils, acting as a role model and setting high expectations.
- To promote the inclusion and acceptance of all pupils within the classroom.
- To support pupils consistently whilst recognising and responding to their individual needs.
- To encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- To promote independence and employ strategies to recognise and reward achievement of self-reliance.
- To provide feedback to pupils in relation to progress and achievement through effective marking.

### **SUPPORT FOR THE TEACHER**

- To organise and manage appropriate learning environments and resources.
- To monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- To work within an established behaviour policy to anticipate and manage behaviour consistently.

### **SUPPORT FOR THE CURRICULUM**

- To deliver learning activities to pupils, adjusting activities according to pupil responses/needs.
- To use ICT effectively to support learning activities.

### **SUPPORT FOR THE SCHOOL**

- To follow school policies and procedures.
- To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- To contribute to the overall ethos and aims of the school.
- To attend INSET and other relevant training opportunities.

**The duties may be varied to meet changed circumstances in a manner compatible with the post held and is reviewed annually to reflect the changing role.**

**This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete their duties set out above. The post requires an enhanced disclosure by the DBS and other pre-employment checks.**

Name of member of staff: \_\_\_\_\_

Signed: \_\_\_\_\_

Name of senior leader undertaking review of job description: \_\_\_\_\_

Signed senior leader: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_