

## **JOB DESCRIPTION**

**POST:** Higher Level Learning Partner( HLLP): Cover Supervisor  
**GRADE:** 7 pts 21-25  
**LOCATION:** Paternoster School

SAND Academies Trust Special Schools cater for children of all ages with a wide range of special needs, and it is expected that all staff will interact appropriately and sensitively with pupils and colleagues.

### **JOB PURPOSE**

To provide a cover service for absent teachers and to support teaching staff with their responsibility for the development and education of children with special needs. To cover PPA subjects for a class teacher.

### **MAIN DUTIES AND RESPONSIBILITIES**

Under the direction of the Headteacher, and within the school's curriculum or individual pupil's personalised learning plan:

- To contribute to the teaching and learning process as part of a professional whole-school team, by leading sessions as identified in the timetable for the academic year, and any additional sessions by arrangement with SLT.
- To assume class teacher responsibilities as required.
- Assist school leaders with parent communication as required.
- To act as a play assistant for the Opal lead teacher and promote positive outdoor play.
- Undertake those activities necessary to foster intellectual and social development of children.
- Monitor individual pupils and to report problems and concerns to the designated supervisor.
- Actively engage in the delivery of the educational work programme and activities in conjunction with teaching staff and schemes of work within competence.
- Assist the teaching staff in the planning of work programmes for individual and groups of children.
- To take part in the sharing of 'good practice' Teacher's INSET activities with mainstream/special staff as requested.
- To create displays around the school as directed by SLT.
- Provide personal care to promote independent toileting and self-care skills as required

### **GENERAL**

- to maintain confidentiality and discretion regarding sensitive information
- to comply with all necessary policies and procedures relating to child protection, equality and diversity, health, safety and security and reporting all concerns to the appropriate person

- to represent the school at all times in a professional, positive and helpful way
- to be conversant with relevant IT and software, and keep up to date with developments in IT
- to participate in the school's appraisal programme
- to undertake training where this is appropriate
- to contribute pro-actively to meetings and discussions as required, and to participate in the whole school team
- to be compliant with GDPR
- to ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger yourself or others
- to report any health and safety issues to the Site Manager

### **QUALIFICATIONS/EXPERIENCE**

Recognised qualifications and/or experience (See person specification)

### **Cover Supervisor Status Supervisory Responsibility**

Direct and support class LSW

### **PRINCIPAL CONTACTS**

Cover Lead, Pupils, Key Stage Manager, Teachers, other learning support workers, Parents, other professional groups as appropriate.

### **SUPERVISORY RESPONSIBILITY**

None

### **SUPERVISION RECEIVED**

- Relevant Teacher (PPA specific)
- Headteacher and Deputy for Curriculum and cover

### **SPECIAL CONDITIONS**

- The post-holder will be expected to take holidays when the school is not in session
- Leave to be taken when school is not in session.
- Occasionally the post-holder may be required to cover at other schools within the MAT, in which case they will be reimbursed for mileage according to MAT guidance.

### **EQUAL OPPORTUNITIES**

The postholder is required to assist in the implementation of SAND Academies Trust equal opportunity objectives and the school's Equal Opportunities Policy.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or

the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post. The job description allocates duties and responsibilities. It does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed.

The job description is not necessarily a comprehensive definition of the post, and the postholder may be required to undertake other tasks appropriate to the level of appointment as the Headteacher may require. It may be reviewed annually or earlier if necessary and it may be subject to modification or amendment after consultation with the post holder.

The postholder is expected to have professional regard for the ethos, policies and practices of the School & Trust and to main high standards as outlined in the Code of Conduct.

Signed:.....(employee)

Print name:.....(employee)

Signed:.....(HR Officer)

Date:.....

**PERSONAL SPECIFICATION**  
**Higher Level Learning Partner (HLLP) : Cover Supervisor**

Criteria	Essential Qualities	Desirable Qualities
Qualifications & experience	<ul style="list-style-type: none"> <li>experience of working with children</li> <li>experience of delivering teaching and learning (with minimal supervision)</li> <li>one of the following:               <ul style="list-style-type: none"> <li>HLTA Qualification</li> <li>Level 3 Certificate in Supporting Teaching and Learning in Schools.</li> <li>Level 3 Diploma in Childcare and Education,</li> </ul>               other relevant qualifications, at a similar level to the above, may be considered             </li> </ul>	<ul style="list-style-type: none"> <li>QTS status</li> <li>Safeguarding Level 3</li> <li>First Aid at Work Level 3</li> <li>Team Teach Level 1</li> <li>People Moving &amp; Handling</li> </ul>
Skills & knowledge	<ul style="list-style-type: none"> <li>ability to lead a team</li> <li>good literacy and numeracy skills</li> <li>good organisational skills</li> <li>ability to build effective working relationships with pupils and adults</li> <li>skills and expertise in understanding the needs of all pupils</li> <li>knowledge of how to help adapt and deliver support to meet individual needs</li> <li>subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils</li> <li>excellent verbal communication skills</li> <li>active listening skills</li> <li>ability to remain calm in stressful situations</li> <li>knowledge of guidance and requirements around safeguarding children</li> <li>good ICT skills, particularly using ICT to support learning</li> <li>understanding of roles and responsibilities within the classroom and whole school context</li> <li>understanding of effective teaching methods</li> </ul>	<ul style="list-style-type: none"> <li>experience of working with pupils with special educational needs (Including both Severe and Profound and Multiple Learning Difficulties)</li> </ul>
	<ul style="list-style-type: none"> <li>knowledge of how to successfully lead learning activities for a group or class of children</li> </ul>	

	<ul style="list-style-type: none"> <li>• knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support</li> <li>• knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice</li> </ul>	
Personal Qualities	<ul style="list-style-type: none"> <li>• enjoyment of working with children</li> <li>• sensitivity and understanding, to help build good relationships with pupils</li> <li>• commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• commitment to maintaining confidentiality at all times</li> <li>• commitment to safeguarding pupil's wellbeing and equality</li> </ul>	<ul style="list-style-type: none"> <li>• additional skills and interests which would be of benefit to the school</li> </ul>
Special conditions	<ul style="list-style-type: none"> <li>• the post-holder will be expected to take leave entitlement when school is not in session</li> <li>• subject to satisfactory pre-employment checks including Right to Work in the UK</li> <li>• you may be asked to work at other schools within the MAT</li> </ul>	