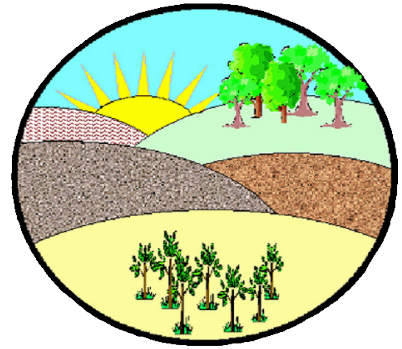


Hillside Primary School  
Job Description  
HLTA Cover Supervisor



To work under the guidance of the teaching/senior staff and within an agreed system of supervision. To supervise whole classes in the absence of teachers and to respond to questions and generally assist pupils in undertaking set activities when fulfilling this supervisory role

### Main areas of responsibility

#### Support the assigned teacher of the class by:

- Supervising whole classes during pre-planned learning activities, which have been set in accordance with the school policy i.e. will be relevant to the age group and point reached in the curriculum to assist with continuity
- Collecting finished work as necessary and returning it to the appropriate teacher
- Promoting positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour
- Reporting, as appropriate, using the school's agreed referral procedures on the behaviour of pupils during the class, and any issues arising

#### Supporting pupils by:

- Responding to pupils and providing general guidance or advice about process and procedures
- Establishing productive working relationships with pupils, acting as a role model and setting high expectations for behaviour
- Promoting the inclusion and acceptance of all pupils within the classroom
- Working consistently whilst recognising and responding to individual pupil needs
- Encouraging pupils to interact and work co-operatively with others
- Promoting independence and employing strategies to recognise and reward achievement of self-reliance

#### Support the curriculum by:

- Helping pupils to access pre-planned learning activities
- Ensuring that any pre-determined equipment and resources are available to pupils

#### Support the school by:

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop
- Contributing to the overall ethos/work/aims of the school

## Person specification

**Knowledge/Qualifications:** (including professional body qualifications, NVQs etc and Training )

NVQ Level 3

Good standard of general education must have GCSE English, Mathematics and Science

**Skills/Abilities:**

Problem solving, creative thinking, team working, quality focus, , report writing, IT skills

**Knowledge of the national school curriculum:**

Good questioning skills

Good observation and assessment skills

Ability to work within a team working environment and also able to work independently

Excellent communication and interpersonal skills

Confidentiality at all times

**Experience: type, level and length:**

At least 1 or 2 years experience of working with children

**Personal Qualities: or character relevant to the job:**

Calm under pressure, adaptable and energetic

A caring and positive attitude

A good listener and sensitive to pupils needs

A sense of responsibility

Positive behaviour management

A good sense of humour

Flexibility and use of initiative is very important

**Special Factors:**

Needs to work flexibly to accommodate the needs of the school

Responsibility for first aid if required