

HLTA/Cover Supervisor - Permanent role



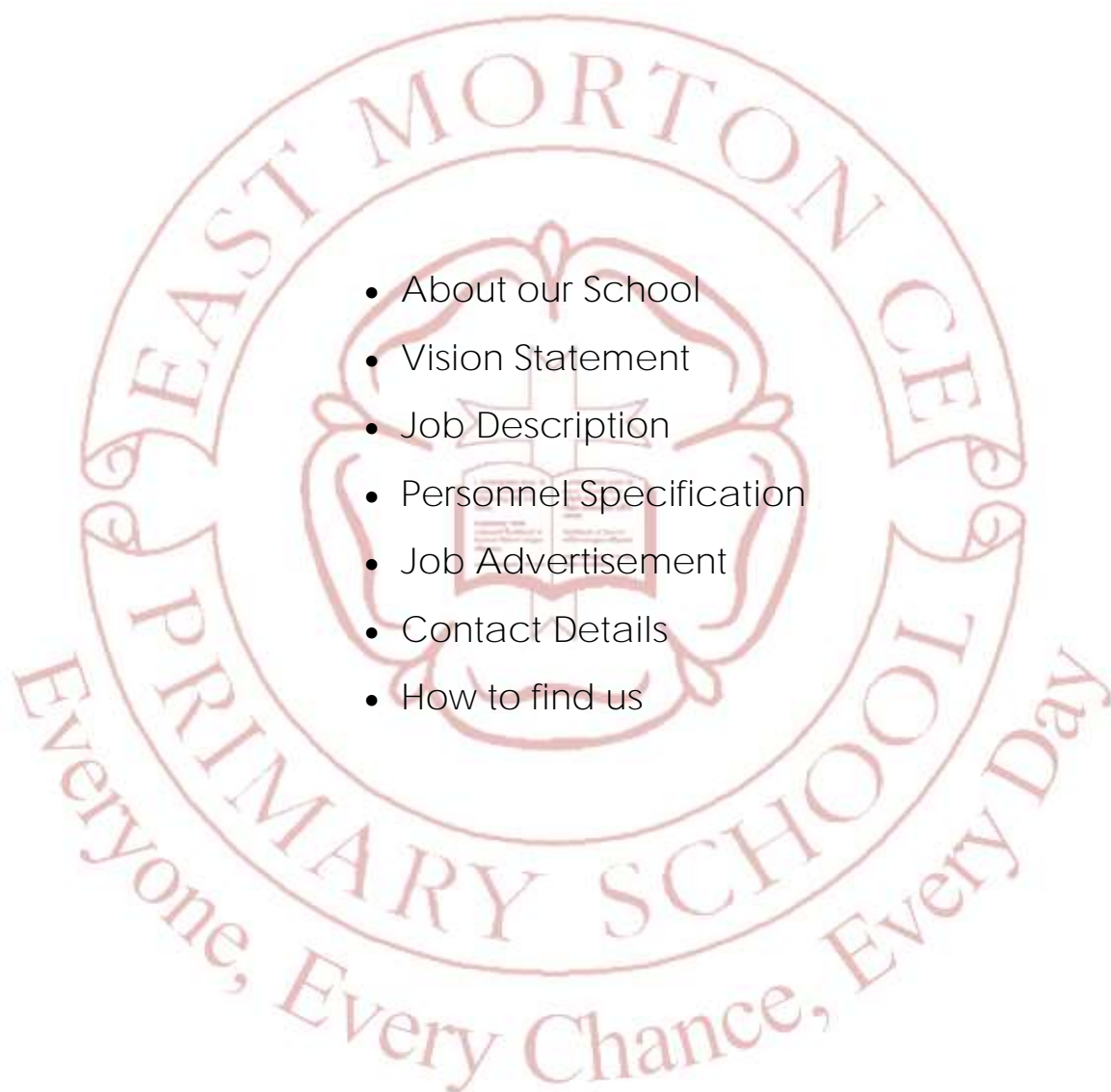
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Bradford Diocesan
Academies Trust

East Morton CE Primary School



Artsmark
Gold Award
Awarded by Arts
Council England

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About our School



“Parents and carers say that their children find learning ‘irresistible’, and this is evident in all classrooms.”

OFSTED

East Morton Church of England Primary School, which is an academy within [Bradford Diocesan Academy Trust](#), lies at the heart of East Morton. Together with the church, a pub/restaurant and a thriving institute, it forms the hub of this pretty Yorkshire village.

Originally founded in 1845, the school moved to its present site in 1977 and was extended with three new classrooms in 2000. We

have since been able to extend three of our smaller classrooms and our staffroom facility, and have created a purpose built music/nurture room. In Summer 2019, with funding from BDAT, we dramatically improved our Early Years provision with a major extension and dedicated outdoor area. The school grounds offer: a Multi Use Games Area; environmental area featuring a bird hide and fire pit; a large tarmac play area with shelters; a sloping field and a spiritual garden.

The school is very highly regarded and consequently usually oversubscribed. The majority of our children live in the village itself, which has several new housing developments, but some do live in the neighbouring towns of Keighley and Bingley.

Our Morton Marvels wrap-around care facility extends our services to parents beyond school hours.

There are 7 classes with approximately 210 children on roll, plus a 22 place Nursery. The staff are very professional and highly skilled. There is also a very strong and supportive Governing Body which takes an active part in the continued development and improvement of the school.

“Leaders and staff set high expectations for pupils’ behaviour and learning. Pupils’ behaviour is exemplary.”

OFSTED

“...this school celebrates the unique God-given value of each individual pupil, and ensures that all are supported to achieve the best possible educational outcomes.”

SIAMS



About our School *continued*



Pupils thrive at East Morton Primary School. They love attending this welcoming and **happy school.**"

OFSTED

The school aims to encourage the full development of all children. This involves accepting that each child is different and that pupils thrive in a safe environment which provides relevant learning

"...this school celebrates the unique God-given value of each individual pupil, and ensures that all are supported to achieve the best possible educational outcomes."

SIAMS

based on first hand experience. Our progressive, skills-based curriculum is enriched with many visits and visitors to school. All year 5 and 6 pupils experience residential visits and there is a wide range of extra curricular activities on offer and many sporting activities taking place throughout the year. In addition to this, all children are able to take part in musical concerts before leaving our school and have a choice of musical instruments to learn to play.

Children are encouraged to be self-disciplined and to take responsibility for their own actions. Behaviour for learning is excellent and parents are extremely supportive of the school. We encourage parental involvement and welcome volunteers from the community who help in school, for example by listening to readers.

Pupils are proud to be given roles such as those of eco-committee members, school councillors and worship councillors. As a result, they develop into confident, active and responsible young

"Staff are proud to work at East Morton. They value the training opportunities that leaders provide and leaders' support to manage their workload."

OFSTED

The 'Friends of Morton' group work hard to raise additional funds for the school and there are strong links with the community, particularly St Luke's Church.

citizens."

OFSTED



Vision & Values



The School's Vision

All are inspired to achieve their full potential in our loving community of life-long learners, where:

Everyone is valued;

Every chance is provided for all to flourish in the security of God's love; and

Every day brings the enjoyment of life in all its fullness.

“Leaders are passionate about ensuring that all pupils, including pupils with special educational needs and/or disabilities (SEND), achieve in **every aspect of school life.”**

OFSTED

The School's Values

At East Morton, **‘Love’** is our core value and it is from love which all of our six key values flow:



Hope



Peace



Generosity



Community



Wisdom



Justice



Job Details

Job Title:	HLTA/Cover Supervisor Higher Level Teaching Assistant (6.5 hours/week) and Cover Supervisor (26 hours/week)
Scale:	HLTA Band 8 - SCP 17-22 Cover Supervisor Band 6 - SCP 7-11
Actual salary:	£20,466 (HLTA £5,450 & Cover Supervisor £15,796)
Hours:	32.5 hours per week, Term Time Only, 8.30am to 3.30pm (30 minute lunch break)

Job Description: HLTA (1 day)

Job Purpose

To complement the professional work of teachers by taking responsibility for e.g., Music, IT and/or French under an agreed system of supervision. This may involve PPA cover, planning, preparing and delivering learning activities for individuals/groups or short term for whole classes and monitoring students and assessing, recording and reporting on students' achievement, progress and development.

Main Duties and Responsibilities

Support for students

- Assess the needs of students and use detailed knowledge and specialist skills to support students' learning.
- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all students within the classroom.
- Encourage students to interact and work co-operatively with others and engage all students in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to students in relation to progress and achievement.
- Develop and implement IEPs.
- Support students consistently whilst recognising and responding to their individual needs.
- Support for the teacher
- Organise and manage appropriate learning environment and resources.
- Provide objective and accurate feedback and reports as required on student achievement, progress, and other matters, ensuring the availability of appropriate evidence.
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment.
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self control and independence.

Continued..

Job Description: HLTA *continued*

- Supporting the role of parents in students' learning and contribute to/lead meetings with parents to provide constructive feedback on student progress/achievement etc.
- Production of lesson plans, worksheet, plans etc.
- Monitor and evaluate student responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.
- Administer and assess/mark tests and invigilate exams/tests.

Support for the Curriculum

- Deliver learning activities to students within agreed system of supervision, adjusting activities according to student responses/needs.
- Deliver local and national learning strategies eg. literacy, numeracy, better reading, key stage 1/2 and make effective use of opportunities provided by other learning activities to support the development of students' skills.
- Use ICT effectively to support learning activities and develop students' competence and independence in its use.
- Advise on appropriate deployment and use of specialist aid/resources/equipment.
- Select and prepare resources necessary to lead learning activities, taking account of students' interests and language and cultural backgrounds.

Support for the school

Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.

Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.

Contribute to the overall ethos/work/aims of the School.

- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students.
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- Contribute to the identification and execution of appropriate out of School learning activities which consolidate and extend work carried out in class.
- Deliver out of School learning activities within guidelines established by the School.
- To support, uphold and contribute to the development of the School Equal Rights policies and practices in respect of both employment issues and the delivery of services to the community.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting students.

Job Description: Cover Supervisor (4 days)

Job Purpose

A Cover Supervisor will encourage pupils to participate in the social and academic life of the school, help enable them all to become more independent learners, help to raise their standards of achievement, and support teachers in the planning and preparation of lessons. They will also cover classes as required, following planning that has been left by the class teacher.

Main duties and responsibilities

Support for Pupils

- be ready to receive pupils on arrival to school and from break or lunchtime;
- work with pupils on individual targets set by teaching staff;
- support pupils' learning activities, attend to additional learning needs, and help in development;
- help with the care and support of pupils;
- contribute to the health and well-being of pupils;
- establish and maintain relationships with individual pupils and groups;
- be an effective model for pupil behaviour.
- assist pupils in carrying out schemes of work and programmes set by teaching staff;
- support pupils' in their individual learning and development, for example, in their acquisition of cognitive and learning skills;
- help pupils to develop their literacy and numeracy skills, and thus to improve their attainment across the curriculum .

Support for the Teacher

- help with classroom resources and records;
- contribute to the management of pupils' behaviour, both in the classroom and on the playground, as required;
- support delivery of the National Curriculum;
- provide support for learning activities;
- support the use of ICT in the classroom;
- assist in the maintenance of a safe environment for pupils and staff;
- assist in the presentation of display materials;
- support teaching staff or senior colleagues with routine administration.
- contribute to the planning and evaluation of learning activities;
- support teachers in planning and preparing lessons, resources and the classroom during weekly planning meetings;
- assist in the recording of pupils' progress;
- raise the awareness of teaching staff to the strengths and difficulties of individual pupils;
- assist teaching staff in the monitoring and evaluation of pupils' progress, providing them with feedback on observations undertaken;
- assist in the assessment of individual pupils;
- raise the awareness of teaching staff to any pressures on pupils which may result in behaviour problems;
- provide support for teachers in developing effective approaches to managing behaviour;

Continued..

Job Description: Cover Supervisor *continued*

- assist in setting behaviour targets;
- assist in reviewing statements of Special Educational Needs.
- undertake appropriate planning and preparation of interventions for individuals, groups and whole classes with the support of a HLTA/Class Teacher.

Support for the School

- monitor effective working relationships with colleagues and parents;
- attend weekly staff briefing and planning meetings;
- contribute to the maintenance of pupils' safety and security;
- recognise confidentiality, child protection procedures, Health & Safety, and the policies of the Governing Body and the MAT;
- assist the teaching staff in the smooth transition between educational phases;
- liaise effectively with parents and other parties, as required;
- actively participate in teaching and learning activities and those deemed appropriate for the role as directed by the headteacher;
- review and develop their own professional practice to enhance and support the school development plan.

Personnel Specification

PLEASE NOTE: When completing your application please demonstrate evidence of impact for each of the attributes.

Qualifications	Essential	Desirable
Educated to GCSE English & Maths A-C or equivalent	✓	
Level 4 NVO for Teaching Assistants or equivalent qualification or educated to graduate level.	✓	
HLTA Status	✓	
Experience & Skills	Essential	Desirable
In-depth knowledge of childcare with an understanding of the principles of child development and learning processes.	✓	
Excellent organisational and problem-solving skills with the ability to work proactively and independently.	✓	
Experience of planning, marking and delivering whole class lessons.	✓	
Ability to understand classroom roles and responsibilities	✓	
Understanding of and commitment to following all safeguarding procedures of the school.	✓	
Excellent communication skills.	✓	
Evidence of having previously spoken fluently to customers at an Advanced Threshold Level	✓	
Experience of working with pupils with additional educational needs	✓	
A good knowledge of positive behaviour management strategies.	✓	
Ability to act upon own initiative.	✓	
Training	Essential	Desirable
Evidence of further training/development and/or willingness to participate in further training and development opportunities.	✓	
Special Knowledge	Essential	Desirable
Knowledge of basic Health & Safety in the workplace.	✓	
Ability to maintain confidentiality and understand data protection.	✓	
Personal Circumstances	Essential	Desirable
Flexible in terms of working evenings on occasion in line with school calendar	✓	
Eligible to work in the U.K.	✓	
No contra-indications in personal background/criminal record indicating unsuitability to work with children/young people	✓	
Emulate the vision and values of East Morton CE Primary School	✓	

Continued..

Personnel Specification *continued*

Disposition/Attitude	Essential	Desirable
Be a good team player.	✓	
Be a good communicator with pupils, staff and visitors.	✓	
A calm and caring nature.	✓	
Be productive and work with enthusiasm.	✓	
Be willing to be supportive of the Christian Ethos and distinctive nature of our church school.	✓	
Reliable, dependable and calm in difficult circumstances.	✓	
Practical/Intellectual Skills	Essential	Desirable
Punctual, reliable and trustworthy.	✓	
Able to manage time effectively.	✓	
To be thorough and pay attention to detail.	✓	
Physical / Sensory	Essential	Desirable
Must be able to perform all duties and responsibilities in work location with reasonable adjustments where appropriate	✓	
Equality & Safeguarding	Essential	Desirable
Candidates should indicate an acceptance of, and a commitment to, the principles of the school's equal opportunities policies and practices as they relate to employment issues and to the delivery of services to the community".	✓	
Be committed to Safeguarding and promoting the welfare of children and young people	✓	

About BDAT

East Morton CE Primary School is an academy within Bradford Diocesan Academies Trust. The successful candidate will be employed by BDAT although their main place of work will be at East Morton CE Primary School. BDAT strives to be diverse and inclusive employer a place where we can ALL be ourselves. We encourage and welcome applications from everyone.



General Information and Background

Bradford Diocesan Academies Trust (BDAT) is a Multi- Academy Trust (MAT) supporting a number of primary and secondary academies in Bradford. BDAT is the only Church of England MAT operating in Bradford and is part of the Diocese of Leeds. BDAT is a charity, governed by a board of trustees who are responsible for, and oversee, the management of the company. The Memorandum and Articles are available on the Trust's website at www.bdat-academies.org.

Our Mission Statement

We want every child to have a happy and high-quality education enabling them to grow and flourish during their time at school.

We will provide schools that develop our young people's competence, confidence and character, driven by local community context and inclusive Christian values, ensuring everyone achieves their academic and personal potential and leaves our Trust prepared for the next stage of their life journey.

We want BDAT schools to be schools of choice for the diverse and special communities we serve.

We will recruit develop, inspire and retain highly skilled staff dedicated to making sure our children and young people have every chance to succeed.

Our Christian ethos

BDAT is a proudly Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical, and spiritual opportunities and development for each member of its academies. Whilst robust Christian principles underpin the work of the academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor Non-Church of England academies, as well as those within the faith.

ICARE

At BDAT we have considered the importance, effectiveness and sustainability of how we tackle issues like racism and other types of discrimination across all areas of our MAT and within each of our schools. We have led a Trust wide consultation to ensure we understand what we mean by inclusion and to look at what we can do differently centred around the Trust values: "ICARE". To download our ICARE consultation documents please [click here](#)

BDAT People: Our Faculty of Professional and Career Development

The BDAT Faculty of Professional and Career Development brings together into a single entity all that we currently do to recruit, develop and retain our staff. The Faculty provides the strategic direction to ensure that our professional and career development supports school improvement and drives our vision of BDAT as an employer of choice. By bringing all our work in this area under 'one umbrella' it ensures our staff know about BDAT's development offers and how they can be accessed. <https://bdat-people.org/>

HLTA/Cover Supervisor

32.5 hours per week (8.30am-3.30pm) term time only
comprising HLTA (6.5 hours) & Cover Supervisor (26 hours)
Scale: HLTA Band 8 SCP 17-22/Cover Supervisor Band 6 SCP 7-11
Actual salary: £20,466 (HLTA £5,450 & Cover Supervisor £15,796)
This role includes 20% PPA Cover

This is an exciting opportunity to join a successful, values-centred
school in which “children find learning ‘irresistible’”

We can offer:

- Confident children who have a genuine thirst for knowledge
- A 'nurturing culture' for staff and learners alike
- A 'broad, balanced and creative curriculum'
- A comprehensive employee benefits scheme through BDAT, along with development opportunities across the trust.

The successful candidate will:

- Cover classes as required; following curriculum planned by the class teacher.
- Support pupils' learning activities, attend to additional learning needs, and help in development.
- Help pupils to develop their English and Maths skills, and thus to improve their attainment across the curriculum.
- Undertake appropriate planning and preparation of interventions for individuals, groups and whole classes with the support of a class teacher.

Visits to the school are encouraged for all potential candidates please contact Jackie Kelley, Office Manager on 01274 569447 to arrange.

Interested candidates are requested to apply online through mynewterm.com which can be accessed via www.eastmortonceprimary.co.uk/about/vacancies/

Application deadline: Monday 6th July, 9am

Interviews: Friday 9th July

All posts are subject to a probationary period of one term.

East Morton CE Primary School is an academy within [Bradford Diocesan Academies Trust](http://www.bradforddiocesanacademiestrust.co.uk/). The successful candidate will be employed by BDAT although their main place of work will be at East Morton CE Primary School.

BDAT strives to be diverse and inclusive employer a place where we can ALL be ourselves. We encourage and welcome applications from everyone. As a Trust we are an inclusive employer. We welcome applications from candidates of all backgrounds, faith, ethnicities or with any protected characteristics. We are simply looking for the very best candidate for the job and will assess your application only on the information in your written application or your performance at interview should you be successfully shortlisted.

We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, gender, religious beliefs, marital status, sexual orientation or disability. The person specification sets out the criteria used to assess candidates through the selection process.

East Morton Church of England Primary School is committed to safeguarding and promoting the welfare of our pupils, expecting all staff and volunteers to share this commitment. All staff are subject to vetting checks including an enhanced DBS check.

Contact Details

School Contact Details

Executive School Business Manager: Suzanne Wahed

Office Manager: Jackie Kelley

East Morton CE Primary School, Street Lane, East Morton, Keighley, West Yorkshire BD20 5SE

Telephone: 01274 569447 Website: www.eastmortonceprimary.co.uk

How to find us

East Morton CE Primary School is located on the junction of Carr Lane and Street Lane in East Morton village, which is located between the towns of Keighley and Bingley in the Aire valley.

