



ROECROFT
Lower School

Cover Supervisor / HLTA

APPLICATION PACK



Roecroft Lower School, Buttercup Road, Stotfold, Herts, SG5 4PF
Website: www.roecroftlower.co.uk Email: admin@roecroft.co.uk





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Dear Applicant

Thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

We would encourage you to visit our school to meet some of the staff and get a feel for what we do and how we run.

If you would like any further information or would like to make an appointment to visit the school, in the first instance please contact: admin@roecroft.co.uk

Our website has a wealth of information, so please visit the site www.roecroftlower.co.uk as you may find answers to your questions there.

We look forward to receiving your application.

A handwritten signature in blue ink that reads "Hollie Cross".

Mrs Hollie Cross
Headteacher



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ETHOS AND MISSION STATEMENT

The ethos and aims of Roecroft Lower School are underpinned by an embedded belief in the teaching of a Values Based Education. Children are given the opportunity to thrive and enjoy their learning in a safe and supportive environment.

We believe our school is a unique place to work and learn. It has an individual identity that combines traditional values with a modern, vibrant vision. Ensuring our children are prepared for their futures and ready to tackle the next stage of their education with a courageous and respectful attitude. Moving into adulthood to become motivated citizens in the wider world.

Children and their families lie at the heart of this successful school. Staff bring a breadth and depth of professional knowledge and encourage a learning culture with a strong ethos of inclusion. Striving to ensure all children hit their potential whatever their starting point.

"Together, creating a better future for our children"



JOB DESCRIPTION

Cover Supervisor or HLTA (x 2)

NJC Level 3b Points 6-8 (Cover Supervisor) £25,989 - £26,824 FTE

NJC Level 4a Points 11-15 (HLTA) £28,142 - £30,024 FTE

6 days cover required across the week

Term Time Only (plus inset days)

RESPONSIBLE TO: Headteacher/Classroom Teacher

JOB PURPOSE: To work as part of a professional team to support the work of teachers in raising standards of pupil achievement.

MAIN RESPONSIBILITIES:

Support for Pupils

1. To help teach pupils in the necessary skills by communicating clearly and effectively with them and through questioning, instructing, explaining and feedback. This will include the effective use of ICT to support pupils' learning.
2. To assist with the pastoral care of pupils, attending to their personal and social needs as necessary and building and maintaining successful relationships with them.
3. To promote and support the inclusion of all pupils in the learning activities in which they are involved.
4. Under agreed school procedures to give first aid/medicine where necessary; or assist with programmes of special care under the direction of the appropriate specialist.

Support for Teachers

1. Under the supervision of the class teacher, to deliver a range of teaching activities with individuals, groups of pupils and the whole class, where appropriate, using a range of techniques to present learning tasks and curriculum content in a clear and stimulating manner in order to maintain pupils' interest and motivation.
2. Under the supervision of the classroom teacher to plan, devise and extend appropriate educational activities. To support and work with teachers to identify and respond appropriately to individual differences between pupils so that demanding expectations may be set and to contribute to decisions about the most appropriate learning goals and strategies.
3. To assist the classroom teacher in evaluating pupils' progress through a range of monitoring and assessment activities, using the results of this monitoring to inform further support work, developing pupils' skills and learning and to give oral and written feedback on attainment and progress to both pupils and the teacher, as required.
4. To efficiently prepare, maintain and use appropriate classroom teaching materials and equipment, including organising the use of audio/visual and ICT equipment, bearing in mind the efficient usage of school resources.

5. To support expectations of pupil attitude and behaviour and assist in securing appropriate standards of discipline to create and maintain a purposeful, orderly, and supportive environment for pupils' learning.

Support for the Curriculum

1. To maintain familiarity with the relevant requirements of the curriculum to assist with the effective teaching of basic skills and support work and to ensure that opportunities are taken to develop pupils' learning and skills.
2. To support the teaching of literacy, numeracy or other specific curriculum areas as required and agreed with the Headteacher/Leadership team.

Support for the School

1. To work collaboratively with colleagues as part of a professional team, in particular the class teacher, the Special Needs Co-ordinator (SENCo) and other learning support assistants; working at all times within school policies and procedures
2. To attend staff meetings as required (overtime offered).
3. To liaise as necessary with parents and carers and with outside agencies, offering support and advice as appropriate.
4. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
5. To undertake tasks of a similar nature and level, as directed by the Headteacher/Leadership Team.



PERSON SPECIFICATION

Cover Supervisor / HLTA

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Hold a recognised and relevant qualification. 	<ul style="list-style-type: none"> • Be committed to own professional development.
Training/Skills	<ul style="list-style-type: none"> • Have a good level of knowledge and understanding of English, mathematics and science. • Knowledge of how ICT is used to support pupils' learning and ability to use ICT effectively in a classroom setting. • Ability to undertake a range of teaching activities with confidence, working effectively with individual pupils, groups of pupils and whole classes. • Ability to contribute to assessment and monitoring of pupil progress. • Good communication and interpersonal skills. • Good organisational and time management skills. 	<ul style="list-style-type: none"> • Experience of school based medical procedures. • Willing to undertake training including first aid. • Ability to contribute to planning of educational activities
Experience	<ul style="list-style-type: none"> • Minimum of 2 years' experience as a teaching assistant, within the last 5 years • Confidence to work in a range of settings with pupils of all ages and abilities (4-9) • Understanding of strategies for teaching and learning • Understanding of the national curriculum. • Some experience of covering lessons 	<ul style="list-style-type: none"> • Experience of long periods of cover/HLTA
Teamwork	<ul style="list-style-type: none"> • Ability to work collaboratively with teachers and others. • Ability to supervise others effectively, as required. • Ability to take responsibility and work with autonomy within set boundaries. 	<ul style="list-style-type: none"> • Proven experience in a multi-disciplinary setting.

Qualities	<ul style="list-style-type: none"> • Have natural authority with children. • Confidence to review own performance. • Demonstrate creativity and imagination showing an ability to adapt styles to the needs of pupils. • Be proactive in offering ideas. • Willingness to undertake further professional training, as appropriate. • Commitment to raising standards. • Commitment to equality principles. 	
Personal Characteristics	<ul style="list-style-type: none"> • Flexibility • Calmness • Empathy • Enthusiasm • Initiative • Good sense of humour • Ability to meet physical needs of pupils. 	



HOW TO APPLY

Please complete your application via the link below to MyNewTerm
www.mynewterm.com/school/Roecroft-Lower-School/109484

If you are short-listed, we will seek references prior to interview and may contact previous employers for information or to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at the interview.

Sorry, but we are not able to accept CVs.

Closing date: Midday, Monday 1st June
Interview date: Week commencing 8th June
Start date: 3rd September 2026

Roecroft Lower School is committed to the safeguarding of children and we adopt recruitment procedures that promote the safety and well-being of children. All posts are subject to Enhanced DBS clearance.

We welcome visits to the school, so please contact the school office for available dates.

If you are invited for interview, you will receive communication via MyNewTerm explaining the date and time of interview and detailing what you need to bring with you. The interview process may include a skills test. For teaching posts, you will be asked to demonstrate your teaching skills. Please check the interview arrangements carefully to make sure you understand the selection process.

It is our policy to contact every applicant of the outcome of their application.

Any offer of employment will be conditional upon:

- Verification of right to work in the United Kingdom;
- Receipt of at least two satisfactory references;
- Verification of identity and qualifications;
- Satisfactory pre-employment online search as recommended by KCSIE 2022
- Satisfactory Enhanced DBS disclosure;
- Verification of professional status such as QTS, NPQH (where required);
- Satisfactory completion of a Health Assessment;
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance.

You should be aware that provision of false information including information relating to health and qualifications is an offence and could result in your application being rejected or summary dismissal if you have been selected.