



Job Title:	Cover Supervisor (HLTA – Year 1 Maternity Cover)
Location	King’s Academy Northern Parade
Reporting to	Year Lead / Senior Leadership Team
Hours	37
Salary	KGA Support Staff Band 6, Points 9-13 £28,239-£32,061 FTE
Role Purpose	<p>The Higher Level Teaching Assistant (HLTA) will support the delivery of high-quality teaching and learning within Year 1 during a short-term maternity cover period. Working closely with teaching staff and colleagues, the post-holder will help ensure continuity, stability, and positive learning experiences for pupils during the temporary absence of the class teacher.</p> <p>The role includes delivering planned learning activities, supporting pupil engagement and progress, maintaining high expectations for behaviour and wellbeing, and contributing to a nurturing and inclusive classroom environment where all children are encouraged to achieve their best.</p> <p>The post-holder will demonstrate the Trust values of Honesty, Faith, and Courage, modelling professionalism, consistency, compassion, and positive relationships with pupils, families, and colleagues.</p>
Main Responsibilities	
	<p>Teaching and Learning Support</p> <ul style="list-style-type: none"> ● Deliver planned learning activities and classroom support under the direction of teaching staff. ● Support pupils’ learning across the Year 1 curriculum, adapting support appropriately to meet individual needs. ● Contribute to maintaining an engaging, purposeful, and inclusive learning environment. ● Promote pupils’ confidence, independence, and positive attitudes towards learning. ● Support the effective organisation and preparation of classroom resources and activities. ● Provide feedback to teaching staff regarding pupil engagement, progress, and wellbeing. <p>Classroom and Behaviour Support</p> <ul style="list-style-type: none"> ● Maintain high expectations for behaviour in line with academy policies and procedures. ● Support the establishment of positive classroom routines and expectations. ● Respond appropriately to behavioural concerns, escalating where necessary. ● Promote respectful, inclusive, and positive relationships within the classroom environment. ● Support pupils’ social and emotional development through consistent and nurturing practice. <p>Safeguarding and Pupil Wellbeing</p> <ul style="list-style-type: none"> ● Safeguard and promote the welfare of children and young people at all times.

	<ul style="list-style-type: none"> ● Follow all safeguarding, child protection, health and safety, and academy procedures. ● Maintain appropriate professional boundaries and confidentiality. ● Contribute to creating a safe, supportive, and inclusive environment for all pupils. <p>Professional Responsibilities</p> <ul style="list-style-type: none"> ● Work collaboratively with teachers, support staff, and leaders to support pupil outcomes. ● Communicate effectively with colleagues and families where appropriate. ● Participate in relevant meetings, training, and professional development activities. ● Demonstrate flexibility and adaptability in supporting the needs of the academy and pupils.
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This job description outlines the duties required at the current time and may be reviewed and updated in consultation with the postholder to reflect the changing needs of the Trust.

Person Specification	Essential	Desirable
Qualifications		
GCSEs (or equivalent) in English and Mathematics at Grade C/4 or above	*	
Educated to Level 3 or above	*	
Willingness to undertake further training necessary for the role	*	
Safeguarding / behaviour management training		*
Knowledge and Experience		
Experience working with children or young people	*	
Experience managing behaviour positively	*	
Experience supervising groups or classes		*
Experience in a school or educational setting		*
Skills		
Ability to manage a classroom effectively	*	
Clear verbal communication skills	*	
Ability to follow lesson plans and instructions	*	
Ability to adapt to different subjects and age groups	*	
Basic IT skills (e.g. registers, school systems)	*	
Additional Skills and Characteristics		
Commitment to the school's values and ethos	*	
Committed to personal development for all staff including themselves.	*	
Committed to abide by and promote the Academy's Equal Opportunities, Health and Safety and Child Protection Policies.	*	
Committed to safeguarding and promoting the welfare of children and young people.	*	
The post holder will require an enhanced DBS.	*	