

MANOR HALL ACADEMY TRUST		
Post Title	REF	Grade
HLTA Cover Support and Delivery of Learning		Grade 7 (Level 3)

Statement of Purpose

Under the direction of a teacher and line manager, to use special knowledge and experience to provide appropriate support to pupils in relation to their individual abilities. Work may be carried out in the classroom or outside the main teaching area. To assist teacher in the following:

Support to Pupils

- Provide pastoral support to pupils within the school environment.
- Provide structured support, including tutorial support, in accordance with specific work programmes designed and supervised by individual teachers.
- Use specialist knowledge/experience to provide appropriate support to pupils in relation to their individual needs, e.g. behaviour management strategies.
- To contribute to raising standards by ensuring high expectations are set for pupils.
- Involvement in the development and implementation of Individual Education/Behaviour/Support/Mentoring plans.

Support for the Teacher

- To act as Cover Supervisor during absence under the direction of a teacher/designated member of staff. Cover will be in accordance with the nationally agreed protocols and as provided for in the Education Act 2002. (The role of Cover Supervisor will be to supervise and take sole responsibility, for short term cover only, for a class/group who are undertaking pre planned work or where pupils are able to undertake effective, self-directed learning1.)
- Supervise pupils for a particular curriculum activity under the supervision and guidance of a qualified teacher.
- Undertake marking of planned work.
- In conjunction with teacher, record pupils' progress, provide feedback to appropriate education professionals, e.g. LEA officers, Ofsted Inspectors.
- To support the teacher to develop appropriate learning plans to raise achievement.
- Co-ordinate and organise pupils attending extra-curricular activities/work experience or other out of school activities under guidance of teacher.
- General admin support, for classroom activities e.g. produce worksheets for agreed activities etc.

Support for the Curriculum

- Contribute to curriculum planning, evaluation and implementation.
- Contribute to development of school policies and procedures by participation in working groups.
- The development, preparation and dissemination of appropriate materials.

- Determine the need for, prepare and use specialist equipment, plans and resources to support pupils.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Provide support to the Senior Teaching Assistant – Level 4 in the provision OF development activities for other TA's in school.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure all pupils have equal access to opportunities to learn and develop.
- Liaise effectively with teachers/parents/guardians, welfare officers, health visitors and other professional staff as part of the routine consultative process.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings as required.¹
- Participate in training and other learning activities and performance development as required (see footnote 1).
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- Recognise own strengths and areas of expertise and use these to advice and support others.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

Person Specification	
Essential Criteria	Measured By
Experience <ul style="list-style-type: none"> Three years' experience of working to support children's learning gained in a relevant environment. 	AF/I
Qualifications/Training <ul style="list-style-type: none"> Very good numeracy/literacy skills equivalent to GCSE grade C and above. NVQ 3 for Teaching Assistant (or recognised equivalent qualification). Full UK Driving License, with Business insurance. The successful candidate must be willing to transport pupils in their own vehicle or a school vehicle. 	AF/I
Knowledge/Skills <ul style="list-style-type: none"> Full working knowledge of relevant policies/codes of practice. An understanding of curriculum matters and to be able to contribute effectively to curriculum development, planning, evaluation and implementation. In depth understanding of areas of learning, e.g. literacy, numeracy, science, SEN or Early Years. Understanding of principles of child development and learning processes. Ability to plan effective actions for pupils at risk of underachieving. Effective use of ICT to support learning. Use of other equipment technology – video, photocopier. Well-developed interpersonal skills to be able to relate well to a wide range of people. Work constructively as part of a team whilst being able to demonstrate initiative. Good communication skills. 	AF/I/PE

Behavioural Attributes

- Customer focused.
- Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.
- Open, honest and an active listener.
- Takes responsibility and accountability.
- Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.
- Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.
- Is committed to the provision and improvement of quality service provision.
- Is adaptable to change/embraces and welcomes change.
- Acts with pace and urgency being energetic, enthusiastic and decisive.
- Communicates effectively.
- Has the ability to learn from experiences and challenges.
- Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.

AF/I

AF - Application form

I – Interview

PE – Practical Exercise

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***