



St John's C of E Primary School, Watford

Growing Together in Love and Respect

Higher Level Teaching Assistant (HLTA) /Cover Supervisor

Working Hours: 30 hours per week, 8:30 am-3:30pm, Monday to Friday, Term Time only

Payscale: H4

Contract Type: Permanent

Start Date: September 2026

Responsible to: Headteacher

Closing Date: 24th June 2026 at 9am

Interviews Date: 30th June 2026

Are you a highly effective qualified Higher Level Teaching assistant (HLTA or an individual with the necessary skills who is prepared to undertake the training with us to become qualified?)

Are you determined to make a positive difference to children's lives?

Our school vision and ethos means that you could be part of something very special in the heart of Watford and make a real difference to the local community.

At St John's Church of England Primary School, we believe that happy staff equal happy, engaged children. We believe that:

- The child should be at the centre of all that we do.
- We should be developing a love of learning across the whole school - pupils, families and staff.
- Our staff should have the opportunities to develop and grow.
- Staff wellbeing is central to delivering quality education

We offer :

- Ongoing commitment to Continuing Professional Development (CPD)
- Supportive team environment
- Two days' unpaid annual leave during term time
- Wonderful children who are keen to learn and grow

<p>Job Purpose</p>	<p>The job is to provide HLTA cover for whole classes during the absence of teacher. This may be to cover sickness, professional development meetings or time for planning, preparation or assessment. There may also be occasion for the successful applicant to cover Teaching Assistants or Learning Support Assistants for the above reasons also. The headteacher's (or delegate thereof) professional judgement will determine the deployment of a cover supervisor.</p> <p>The jobholder will actively engage in the teaching and learning of pupils and work collaboratively with Class Teachers to plan and support teaching and learning and enabling positive outcomes for all pupils.</p>
<p>Responsibilities</p>	<p>To cover teachers in the case of short term absence and to release teachers for planning, preparation and assessment (PPA), or to attend meetings.</p> <p>Support pupils to understand instructions, support independent learning and inclusion of all pupils.</p> <p>Motivate and progress pupils' learning following school policies and guidance from class teachers.</p> <p>Organise and safely manage the appropriate learning environment and resources.</p> <p>Support the children and staff with positive behaviour management in line with our Behaviour policy and keep pupils engaged with learning.</p> <p>Support pupils with social and emotional wellbeing, reporting concerns to the teacher as appropriate.</p> <p>Prepare and clear up the learning environment and resources including photocopying, filing and the display and presentation of pupil work and contribute to maintaining a safe environment.</p> <p>Work with Pupil Premium children to enable the greatest success for our children. To carry out interventions, working with individuals or small groups of pupils in the classroom under the supervision of teaching staff. Provide feedback to the pupils and the teacher.</p> <p>Record basic pupil data</p> <p>Support children's learning through play</p> <p>Assist with escorting pupils on educational visits</p> <p>Support pupils in using basic ICT</p> <p>Invigilate tests</p>

	<p>Adhere to school policies and procedures relating to safeguarding, particularly the Child Protection Policy and Safeguarding Policy.</p> <p>When teaching whole classes, if available, deploy teaching assistants and learning support assistants confidently and effectively to best support the academic and behavioural needs of pupils in the class or group.</p> <p>Attend all briefings, focus meetings and training days, along with sharing good practice with members of staff as part of the commitment to own and others' professional development.</p> <p>When not deployed to cover absence, to assist with administrative duties as delegated by the headteacher (or delegate thereof).</p> <p>To uphold and support our Christian Ethos.</p>
Knowledge, Experience and training	<p>Experience of working with Primary School age pupils.</p> <p>Numeracy and literacy skills equivalent to NVQ Level 2 or GCSE Grade C in Maths and English.</p> <p>Competence in the use of ICT to support teaching and learning.</p> <p>Ability to work with a minimum of supervision and within a team</p> <p>Ability to manage whole groups of children within a classroom setting</p>
Equalities	<p>To be aware of and support differences and ensure that pupils have equality of access to opportunities to learn, develop and achieve. To comply with our Equality Statement.</p>

Please note: We reserve the right to bring forward the closing date of any vacancy when a suitable number of applications have been received. Candidates are therefore recommended to submit their application as soon as possible.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. Any successful applicants who have spent a significant time outside of the United Kingdom will be required to provide proof that they do not have any overseas criminal convictions. An enhanced disclosure will be sought through the DBS as part of our pre-employment checks. Please note that additional information referring to the Disclosure and

Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

This role will be reviewed annually as part of the performance management and development process.

The duties and responsibilities listed above describe the post as it is at present. The postholder is expected to accept any reasonable alterations that may from time to time be necessary.

St John's is committed to safeguarding and promoting the welfare of children and all staff are expected to share in this commitment. Applicants will undergo child protection screening appropriate to the post, including checks with past employers and application to the Disclosure and Barring Service. A probationary period is applicable for all support staff. The data that we collect during the recruitment process is private data which we will hold securely and use for the purposes of recruitment. If you are unsuccessful, your information will be held for 6 months after the process and then destroyed.