CORPUS CHRISTI
Catholic Primary School

Gladys Avenue, Portsmouth, PO2 9AX | 02392 661818 | admin@corpuschristicp.school

Headteacher: Mrs G Comerford

Job details

Job title: Higher level teaching assistant (HLTA)

Salary: £25,744.00 (Grade E1)

Hours: 32.83 (2 days 8.30-4.30, 3 days 8.30-3.30)

Contract type: fixed-term 31st July 2027

Reporting to: Headteacher

Responsible for: N/A

Main purpose

The Cover Supervisor will:

- Work with class teachers to raise the learning and attainment of pupils
- Cover classes from Reception to Year 6 across a variety of subjects
- Plan and lead an extra-curricular activity twice weekly
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement
- Demonstrate and follow our school ethos 'We Live our Lives like Jesus'

Duties and responsibilities

Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of pupils in learning and extracurricular activities
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil progress and pass observations on to the class teacher
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the senior leadership team
- To cover and lead class teaching as and when appropriate
- Direct the work, where relevant, of other adults in supporting learning

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons
- Use their area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities
- Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning
- Plan how they will support the inclusion of pupils in the learning activities

Working with staff, parents/carers and relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective and positive professional relationships with colleagues

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Look after children who are upset or have had accidents

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school

The HLTA will be required to follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the HLTA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person specification

CRITERIA	QUALITIES
Qualifications and training	› GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths › First-aid training, or willingness to complete it
Experience	› Experience working in a school environment or other educational setting › Experience working with children / young people › Experience planning and delivering learning activities › Experience of planning and leading teaching and learning activities (under supervision) is desirable
Skills and knowledge	› Good literacy and numeracy skills › Good organisational skills › Ability to build effective working relationships with pupils and adults › Skills and expertise in understanding the needs of all pupils › Knowledge of how to help adapt and deliver support to meet individual needs › Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils › Excellent verbal communication skills › Active listening skills › The ability to remain calm in stressful situations › Knowledge of guidance and requirements around safeguarding children › Good ICT skills, particularly using ICT to support learning › Understanding of roles and responsibilities within the classroom and whole school context › Understanding of effective teaching methods › Knowledge of how to successfully lead learning activities for a group or class of children › Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support › Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice
Personal qualities	› Enjoyment of working with children › Sensitivity and understanding, to help build good relationships with pupils › A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school › Commitment to maintaining confidentiality at all times › Commitment to safeguarding pupil's wellbeing and equality › Resilient, positive, forward looking and enthusiastic about making a difference › Drive to inspire, motivate and challenge children and young people

Notes:

This job description may be amended at any time in consultation with the postholder.