



CHERRY LANE PRIMARY SCHOOL

JOB DESCRIPTION

JOB TITLE: HLTA Cover teacher

RESPONSIBLE TO: The Headteacher

General Duties:

The education and welfare of a designated class of pupils in accordance with the requirements of the Conditions of Employment of Teachers, (School Teacher's Pay and Conditions Document), having due regard to the requirements of the National Curriculum, the school's aims, objectives and schemes of work, and any policies of the Governing Body. To share in the corporate responsibility for the wellbeing and discipline of all pupils.

Role:

Responsible for the education and welfare of children.

Line Management:

Inclusion Manager

Key Tasks:

- a) To have responsibility for the welfare of pupils in class in the teachers absence
- b) To ensure that lessons planned by teachers are delivered.
- c) To deliver and plan good/outstanding lessons in line with National Curriculum requirements
- d) To ensure pupils specific needs are being met and that they make progress.
- e) To model good/outstanding teaching and assessment for learning.
- f) To provide clear feedback, good support and sound advice to other teachers and associate staff.
- g) To work with parents to promote home-school collaborative approaches.
- h) To work collaboratively with colleagues and the SEND team, to support the educational progress of our pupils.
- i) To attend training or continued professional development specific sessions in school.
- j) To attend relevant professional development programmes and to attend school-based INSET days.

- k) To be pro-active in safeguarding and promoting the welfare of children, keeping up to date with all policies and procedures in this area.

Contacts:

Internal- staff of Cherry Lane School
External – parents

**Skills,
Knowledge &
Experience:**

See Person Specification attached

**Changing
Needs**

The needs of the school will change over time and you may be required to change responsibilities. Your job description will be re-negotiated with you, taking account of the school's changing needs and your own professional development.



Cherry Lane Primary School

Person Specification

HLTA Cover teacher

Competency		Description	Essential/ Desirable
Education and Training	1.1	A Higher Level Teaching Assistant Qualification by the start date of employment. Or a higher Degree level qualification	Essential
Experience	2.1	Experience of teaching across all Key Stages of Primary Education	Essential
	2.2	Experience of working in a supportive capacity to other class teachers	Essential
	2.3	Mainstream experience.	Essential
	2.4	Experience delivering intervention programmes	Desirable
Skills/aptitudes	3.1	A flexible/creative approach to problem solving	Essential
	3.2	A commitment to further develop teaching and group management skills	Desirable
	3.3	Familiarity with ICT	Essential
	3.4	Ability to support and collaborate with teachers and TAs	Essential
	3.5	Ability to work in a supportive way and communicate well with a range of professionals, parents and young people	Essential
	3.6	Commitment to an inter-agency approach to work with children with SEN.	Desirable
Personal effectiveness	4.1	Effective oral and written communication skills	Essential
	4.2	Ability to work with a level of independence	Essential
	4.3	Commitment to safeguarding and promoting the welfare of children.	Essential