



Groveside School

HLTA / Cover Supervisor

Up to £27,000

CANDIDATE INFORMATION PACK



Groveside School is fully committed to safeguarding and promoting the welfare of children and young people.

This position requires an enhanced DBS disclosure and satisfactory references in line with our Safer Recruitment checks.

Outcomes First Groups does not provide sponsorship.

HLTA / Cover Supervisor

Job Purpose

- To support the class teacher/tutor in order to ensure the delivery of a high-quality education for all students.
- To support the class teacher and/or tutor to ensure that all relevant education policies and procedures are implemented in full.
- To provide relevant and appropriate support to students, on an individual or group basis, in order to enable them to access the curriculum as independently as possible.
- To promote, in line with Company policies, the physical, educational, and moral development of the students.
- To ensure that the available equipment and resources are used, stored and maintained efficiently, reporting any maintenance issues to the appropriate staff.
- To support the class teacher and/or tutor in organising the classroom, its resources, student groupings and displays to provide a stimulating learning situation appropriate for students with autistic spectrum disorder.

Groveside School offers the opportunity to work:

- In a school that is passionate about achievement for all pupils.
- With fantastic pupils who enjoy a dynamic and engaging curriculum.
- Within a diligent team who have a wealth of expertise and experience.
- With a strong induction programme tailored to your experience and needs.
- Collaboratively within a very supportive environment where professional development is an essential aspect of our daily practice.
- To develop your career.

The ideal candidate will:

- Be a person who thrives in a fun, yet challenging environment.
- Be an exceptional administrator.
- Have a passion for building strong relationships with young people through restorative, trauma informed working.
- Be someone who is resilient and approachable.
- Be a good communicator who is able to inspire and motivate pupils but also who can remain calm under pressure and have a sense of humour.
- Be creative and bring out the best in pupils and families.

If you feel that you have the energy, passion, resilience and drive to be part of making Groveside School outstanding, we would welcome you to visit us and see Groveside School in action. We are sure you will experience our friendly, relaxed atmosphere and get a taste of how rewarding your work will be.

Please contact Zoe Eastwood on 01183 744556 or go to www.grovesideschool.co.uk for more information about the school. **Applications will be considered upon application.**

Job Description

General

- Exercise vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others.
- Operate at all times in accordance with company policies and procedures, with particular reference to Safeguarding, Child Protection, Whistleblowing, Complaints and Behaviour Policies.
- Report issues and/or incidents relating to staff and pupils that have arisen in the day promptly to the relevant Line Manager or appropriate person.
- Participate in training and take responsibility for personal development.
- Participate in team meetings, supervisions and annual reviews in accordance with Company policy and the standards set by the Regulatory Body.
- Work to promote the school as a valued, professional asset within its community and also to promote a culture that individuals and staff conduct themselves at all times in a manner that reinforces this image.
- Ensure that all actions are in the interests of the pupils and the Company.
- Work to and exhibit the values of the Company and maintain standards of behaviour in accordance with Company policies, procedures and practices.
- Carry out any other reasonable and relevant duties as required.

Key task areas and responsibilities

As a HLTA / Cover Supervisor you will:

- Supervise and enable whole class learning during the short-term absence of teachers
- Respond to questions and generally assist pupils to undertake set activities
- Establish a safe and stimulating environment for pupils, rooted in mutual respect
- Set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions
- Demonstrate consistently the positive attitudes, values and behaviours which are expected of pupils.
- Supervise work that has been set in accordance with the school policy.
- Manage behaviour of pupils whilst they are undertaking this work in a constructive learning environment.
- Respond to any questions from pupils whilst they are undertaking set tasks.
- Deal with immediate problems or emergencies in accordance to the school's policies and procedures.
- Collect any completed work after the lesson and return to the appropriate teacher on their return to school.
- Report back as appropriate using the schools agreed referral procedures on the behaviour of pupils during class and any issues that arise.

Adapt teaching to respond to the strengths and needs of all pupils;

- Know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively.
- Have a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these.
- Demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils' education at different stages of development.
- Have a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.

Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the position.
- Having regard for the need to safeguard pupils' well-being.
- Showing tolerance of and respect for the rights of others.
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- Ensuring personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- HLTA / Cover Supervisor must have regard for the ethos, policies and practices of the school in which they work and maintain high standards in their own attendance and punctuality.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Person Specification

Qualifications:	Essential	Desirable
Good GCSE qualifications in Maths and English or equivalent relevant qualification	✓	
Relevant Teaching Qualification		✓
Willingness to work towards further qualifications or training as required e.g Designated Safeguarding Lead training or CPI	✓	
Experience		
Experience of managing multiple priorities	✓	
Experience of planning, delivering and teaching lessons	✓	
Experience in special educational needs, emotional, behavioural and social difficulties	✓	
Knowledge, Skills and Abilities		
Strong organisational, interpersonal and communication skills	✓	
Ability to use own initiative to identify issues, problem solve and implement solutions	✓	
Ability to interpret information and devise policy or practice	✓	
Ability to support other staff effectively	✓	
Ability to work quickly and efficiently with minimum supervision but as part of a team	✓	
Ability to persuade, motivate, negotiate and influence	✓	
Ability to work constructively as a team, understanding school roles and responsibilities and the post holder's position within these	✓	
Ability to self-evaluate learning needs and actively seek learning opportunities and CPD.	✓	
An understanding of Safeguarding within the school environment	✓	
An ability to analyse data and evidence of higher level ICT skills		✓
An ability to consult and share decision making with the senior team	✓	
Personal Qualities:		
A flexible approach to work	✓	
A sense of responsibility	✓	
Tact and diplomacy	✓	
Integrity	✓	
The ability to remain calm in stressful situations	✓	
Personal resilience and emotional strength	✓	
A sense of humour	✓	