



## **Cover Supervisors, Higher Level Teaching Assistants and Teaching Assistants Casual Contract Hourly Rate**

We are looking to recruit casual contract Cover Supervisors, Higher Level Teaching Assistants (HLTA) and Classroom Teaching Assistants to support cover. This would be on an ad-hoc basis, paid hourly (term time only) to cover periods of planned absence, sickness absence or additional support.

### **Role of Cover Supervisor**

As a Cover Supervisor you will ideally be qualified to degree level and might be on a PGCE course or looking to start one. A Cover Supervisor is likely to be used for short-term absences of a teacher. These might be known in advance (for example, where a teacher has an appointment or is undergoing professional development) or unexpected (for example, absence due to illness). On a daily basis, Cover Supervision is more than likely to include: Supervising work that has been set in accordance with the school policy; Managing the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment; Responding to any questions from students about process and procedures; Dealing with any immediate problems or emergencies according to the school's policies and procedures; Collecting any completed work after the lesson and returning it to the appropriate teacher; Reporting back as appropriate using the school's agreed referral procedures on the behaviour of students during the class, and any issues arising.

### **Role of Higher Level Teaching Assistant (HLTA)**

As a HLTA you will ideally be qualified to the standards as a HLTA or be working towards this accreditation. A HLTA is likely to be working as part of a multi-disciplinary team and will work under the leadership of a qualified teacher to the class or group. The post holder will operate with a high level of delegated authority under an agreed system of supervision.

### **Role of the Teaching Assistant**

As a Teaching Assistant you will ideally be qualified to Level 2 or Level 3 Certificate in Supporting Teaching and Learning which provides a secure understanding of the knowledge and skills needed to work directly with children and young people in schools. The post holder will work under the direct instruction of teaching staff, usually in the classroom with the teacher. Provide general support to the teacher in the care of students and management of the classroom. Work may be carried out in the classroom or outside the main teaching area.

Berwick Academy is a friendly school that values teamwork and high achievement in all areas of our work with young people. We offer all teaching and learning support staff excellent support and place a strong emphasis on continued professional development.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. An enhanced DBS disclosure is required for this post.

**If you would like to find out more about the above roles please contact Fiona Hall  
01289 333929 or email [half@berwickacademy.co.uk](mailto:half@berwickacademy.co.uk)  
Further information about the school can be found on our website:  
[www.berwickacademy.co.uk](http://www.berwickacademy.co.uk)**