Severn Bridges
Multi-Academy Trust

Mount Pleasant Primary School

Cover Supervisor/HLTA
Recruitment Pack



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CONTENTS

- About our school
- Welcome to our MAT
- About the role
- How to Apply
- Job Description
- Person Specification

Mount Pleasant Primary School
Cover Supervisor/HLTA



About our School

Headteacher's Welcome

Mount Pleasant Primary School and Nursery is a wonderful place to work and learn. It's a place where children thrive.

We are lucky to have excellent facilities which we make the most of, especially our outdoor provision and Forest School area, which is the envy of many other local schools!

Visitors find a happy and purposeful learning environment where children's level of engagement in their leaning is high, as are our expectations of them. We have a fantastic team of staff who are dedicated to achieving the best outcomes for our pupils in all areas – not just in academic performance. We strive to develop our pupils' knowledge and skills across the curriculum and to support them to become resilient, thoughtful, creative and independent – preparing them for life. We are constantly seeking to develop and improve, to ensure that we are delivering the best possible opportunities for our pupils. We work closely with pupils, parents, governors and colleagues in the other two schools in our Multi-Academy Trust to ensure that we keep this at the forefront of everything we do.

We work hard here but we also have a lot of fun. I am proud to be Head of such a super school.

Alison Benge - Headteacher

Pupils' Welcome

Welcome to our extraordinary school where children have fun and learn every day.

During our school day we are together learning the most important things in life whilst still having the best time. You will be amazed by our wonderful forest school area and outdoor learning spaces. We have fantastic teachers and hardworking pupils at our school who are all happy to spend their time at Mount Pleasant every day. We work as a team to follow the 'The Mount Pleasant Way' and make our school a happy environment to be in. There is an after school club called 'Twilight' and lots of other fun clubs you can go to.

We are extremely proud to be part of this brilliant school.

Mount Pleasant School Council



Mount Pleasant Primary School
Cover Supervisor/HLTA
Recruitment Pack



Welcome to our MAT

Severn Bridges Multi-Academy Trust provides a secure and welcoming environment for our children and staff.

We value each child as a unique individual and seek to nurture and support them to become positive, well balanced people equipped for their next steps in life.

Our curriculum is balanced and inclusive, helping every child to achieve the highest academic standards possible, while developing their individual skills, talents and attributes.

The holistic approach of our Darwin Growth Curriculum supports this and encourages non-academic success and extra-curricular opportunities.

We are fully committed to quickly identifying children's barriers to learning and offering first rate support to children with additional needs. We value and celebrate diversity and offer equitable opportunities for all, ensuring children are happy and well motivated.

As a close knit family of schools we work in partnership towards our shared vision; learning from each other and sharing good practice, while celebrating each school's uniqueness and contribution to its own community.

Andrew Morris CEO

Severn Bridges Multi-Academy Trust
Greenfields Primary School
Mount Pleasant Primary School & Nursery
Radbrook Primary School
Sundorne Infant School & Nursery
Harlescott Junior School

Mount Pleasant Primary School
Cover Supervisor/HLTA

About the Role

We are seeking an experienced, enthusiastic and committed Cover Supervisor to join our dedicated school team.

The successful candidate will provide high-quality cover for teachers and teaching assistants when staff are absent, ensuring that pupils continue to receive a positive, purposeful and consistent learning experience. When cover is not required, the successful candidate will be deployed across the school according to the needs and priorities of the day.

We are looking for someone who is at least HLTA level and has a strong understanding of teaching and learning within a primary school environment. Experience of supporting pupils with Special Educational Needs and Disabilities (SEND) would be highly desirable, as the role may involve working with pupils with a range of additional needs and supporting them to access learning successfully.

The successful candidate will:
• Have experience of working effectively with children in a primary school setting, ideally at HLTA level or above.
• Be confident supporting learning across the primary age range.
• Have a strong understanding of behaviour management and positive approaches to supporting pupils.
• Be able to work flexibly and respond positively to the changing needs of the school.
• Have experience and/or a strong understanding of supporting pupils with SEND.
• Be able to establish positive relationships with pupils,staff and families.
• Be organised, reliable and able to use initiative.
• Maintain high expectations of pupil behaviour, engagement and achievement.
• Be confident working independently when covering classes or supporting learning.
• Contribute positively to the wider life and ethos of the school.



This is an excellent opportunity for an experienced teaching professional who enjoys variety, is adaptable and wants to make a positive difference across the whole school. The successful candidate will play an important role in ensuring continuity of learning and providing high-quality support wherever it is needed.

Mount Pleasant Primary School
Cover Supervisor/HLTA

The Post: Cover Supervisor/HLTA

Contract Type: Permanent

Hours : 30 hours a week

Work Base: Mount Pleasant Primary School

Required : ASAP

Closing Date: 25th November 2026

Interviews: 2nd December 2026



Grade : Grade 7 scp 12 - 17
Salary : £20025 - £29610 actual pa
Hours : 30 Hours, Mon - Fri
8.40am - 3.15pm

Equal Opportunities
Severn Bridges Multi-Academy Trust is an Equal Opportunities Employer. Applications are welcome from suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, age, marital status, sex, sexual orientation or disability.

Safeguarding
The Severn Bridges Multi-Academy Trust is committed to safeguarding and promoting the welfare of children, and expect all staff and volunteers to share the same commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out, references will be sought and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies. Should you be shortlisted, further information relating to criminal records, sanctions and disqualifications will be requested and discussed at interview.

How to apply
All applications should be made online through MYNEWTERM. Please refer to the vacancy page on the school website www.mountpleasant.shropshire.sch.uk and click onto the vacancy where you will be able to apply directly. CVs will not be accepted.

Visits
Applicants are welcome to come and visit the school. Please telephone or email the school to book your visit. The phone number is 01743 249135 and email address is **admin@mountpleasantsbmat.com**

Mount Pleasant Primary School
Cover Supervisor/HLTA
Job Description

Post title: Cover Supervisor/HLTA
Grade : Grade 7 scp 12-17
Hours: 30 hours per week, Term Time only
Location: Mount Pleasant Primary School

Severn Bridges Trust is committed to creating a diverse workforce. We will consider applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership. The Trust is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.

All posts are subject to the Asylum and Immigration requirements.

Purpose of Post
To provide high-quality cover for classes when teaching staff are absent, while also supporting teaching and learning across the school. The successful candidate will be expected to provide regular whole-class cover for absent teachers and must therefore be confident in taking responsibility for a class, maintaining good behaviour and delivering pre-prepared learning activities without the direct supervision of a qualified teacher.

Main duties and responsibilities
- Provide planned and, where appropriate, short-term cover for classes when teachers are absent.
- Deliver lessons and learning activities using work and resources provided by teaching staff.
- Manage classes effectively, maintaining a positive, purposeful and inclusive learning environment.
- Ensure pupils remain engaged with their learning and complete set work.
- Use appropriate behaviour management strategies in line with the school's policies.

Mount Pleasant Primary School
Cover Supervisor/HLTA
Job Description

- Support pupils with different abilities, needs and learning styles.
- Provide feedback to teaching staff regarding pupils' engagement, progress and behaviour during cover lessons.
- Support teaching staff with preparation and organisation of learning resources.
- Work collaboratively with teachers, support staff, pastoral teams and school leaders.
- Undertake duties associated with the wider HLTA role when not required for cover.
- Support individual or small groups of pupils where appropriate.
- Contribute to safeguarding and promote the welfare of children and young people.
- Follow school policies and procedures, including those relating to safeguarding, behaviour, health and safety and confidentiality.
- Participate in meetings, training and professional development as required.
- Carry out other reasonable duties appropriate to the level and nature of the post.

Essential

- Relevant experience of working with children/young people in an educational setting.
- Experience of supporting learning and managing groups of pupils.
- Ability to establish positive relationships with pupils and maintain clear professional boundaries.
- Ability and confidence to lead a class independently in the absence of the class teacher.

Mount Pleasant Primary School
Cover Supervisor/HLTA
Job Description

- Good classroom and behaviour management skills.
- Ability to follow lesson plans and adapt activities appropriately to pupils' needs.
- Good communication and interpersonal skills.
- Ability to work effectively as part of a team.
- Ability to work independently and use initiative.
- Good organisational skills and the ability to prioritise changing demands.
- Commitment to safeguarding and promoting the welfare of children and young people.
- Understanding of the importance of confidentiality.
- Willingness to undertake relevant training and professional development.

Desirable

- HLTA qualification or equivalent experience.
- Teaching Assistant qualification (e.g. Level 3) or equivalent.
- Experience of working as a Cover Supervisor, HLTA or in a similar role.
- Experience of delivering lessons or leading whole-class learning.
- Experience working with pupils with SEND.
- Knowledge of effective behaviour management strategies.
- Experience of working across different year groups/subjects.

Mount Pleasant Primary School
Cover Supervisor/HLTA
Job Description

Support for the Curriculum

- Support pupils in understanding instructions.
- Implement structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Implement local and national learning strategies eg. Literacy, numeracy, early years etc. as directed by the teachers.
- Support pupils in using ICT, and develop pupils' competence and independence in its use.
- Determine the need for, prepare and maintain equipment/resources as directed by the teacher, and assist pupils in their use.
- Be responsible for the management of stock levels within an agreed budget, and undertaking audits as required.
- Actively seek information regarding, and utilise, the range of activities, courses, organisations, and individuals to provide support for pupils to broaden and enrich their learning.
- Use allocated time to devise clearly structured activities that interest, motivate learners, and advance their learning.
- Plan how they will support the inclusion of pupils in learning activities

Other Responsibilities

- Be aware of and comply with all school policies and procedures
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required.

Safeguarding

- Be aware of and comply with data protection and safeguarding responsibilities as outlined in the Trust's Staff Code of Conduct and related policies and procedures.

Other Duties

Any other duties that the Headteacher, CEO/ Governing Body/ Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

Mount Pleasant Primary School

Cover Supervisor/HLTA

Person Specification

Severn Bridges MAT Person Specification – Higher Level Teaching Assistant (HLTA) Grade 7 scp 12-17		
Criteria	**Essential**	**Desirable**
Qualifications	Good standard level of education. 5 GCSE's or equivalent, including at least grade 4 (previously grade C) in Maths and English Higher Level Teaching Assistant (HLTA) status Teaching Assistant NVQ Level 4 or have completed training of a similar standard (including NNEB or a certificate in Literacy and Numeracy for Support Assistants)	First Aid qualification Makaton
Work or relevant experience	At least 6 years relevant experience working in an educational setting Experience of classroom administration support Ability to plan and organise effectively Ability to work with small groups or an individual pupil. Ability to supervise a whole class	
Knowledge and understanding	An in-depth and detailed knowledge of school based education including child development National learning strategies including Literacy and Numeracy Knowledge of guidance and requirements around safeguarding children Non-school based support agencies	

Mount Pleasant Primary School
Cover Supervisor/HLTA
Person Specification

Skills and Abilities	Good communication skills and ability to relate well to children, staff and parents Active listening skills Evidence of working well as part of a team Good ICT skills or the willingness to update skills and undertake further training Ability to plan, prepare and deliver learning activities for a group or class of children Line management skills 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 Sufficiently fluent in spoken English to ensure effective performance in the role.	Specialist skills, training or experience eg. Art, Music, ICT etc
Personal Qualities	Ability to bring to the role, initiative, enthusiasm and commitment Flexibility and reliability Willingness to develop skills with further training The ability to remain calm in stressful situations Resilient, positive, forward looking and enthusiastic about making a difference Capacity to inspire, motivate and challenge children.	
Special Conditions	Undertake and receive a satisfactory enhanced Disclosure and Barring Service (DBS) check. Have the right to work in the UK.	

Mount Pleasant Primary School

Cover Supervisor/HLTA

Person Specification

	Ability to bring to the role, initiative, enthusiasm and commitment A flexible approach towards working practices. Willingness to develop skills with further training	
Special Conditions	Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check	