

**North Wootton
Academy**



**North Wootton Academy
Priory Lane
North Wootton
Kings Lynn
Norfolk
PE30 3PT**

Name of policy:	HLTA Cover Policy
Lead member of staff with responsibility for this policy:	Mr J Grimsby
Date of governors meeting when policy agreed / discussed:	Non-statutory policy
Type of governors meeting:	n/a
Date of implementation:	September 2023
Details of dissemination:	Staff NWT Teachers/Policy Section
Frequency for review:	Biennially
Next due for review:	September 2025

Rational

Higher level teaching assistants (HLTAs) are an essential part of the school that enable teachers to complete their non-class based responsibilities and their entitled planning, preparation and assessment time through providing a high level of cover for their classes during this time. In addition, HLTAs are used to provide unplanned absence during temporary staff illness as this is seen as the best way to provide a consistent level of teaching within the school.

This policy looks to acknowledge the complexity of the whole-school role and set out the expectations needed to ensure the desired consistency is achieved for pupils through the role.

Types of Cover

Cover within the school can be seen as five main types: PPA cover, regular release for ECT, Management etc, planned and unplanned.

Understanding the lesson content

Within the school, timetabled PPA cover will be achieved through HLTAs delivering the PE curriculum; these are planned weekly sessions with curriculum overviews reviewed at inset at the start of the year. The PE coordinator will ensure HLTAs are confident with the GetSet4PE planning and Sports Assistant will support during the session.

Regular release will be organised around lessons taught in rotations such as Music and French to ensure subject knowledge demands are minimised and a scheme of planning is in place. Phase (supported by subject) Leaders are responsible for ensuring the intent and implementation are clear. Where any additional planning or resourcing is needed, HLTAs will be given some PPA allowance. There will be no expectation that core lessons are planned by HLTAs.

Planned cover will vary throughout the year and may include cover for reports, progress meetings etc. The Principal or Deputy Principal should provide a timetable of cover roles to a HLTA at least one week in advance to ensure they have sufficient time for teacher and HLTA to agree the content of the cover. For planned cover, it is expected that the class teacher will plan and resource the lesson. It is the responsibility of the HLTA to email the teacher at least 5 days in advance asking for the planning and the teacher's responsibility to ensure this is given at least 48 hours before the cover.

Unplanned cover occurs when staff notify the Principal that they are unable to attend school that day. This needs to be confirmed by 7:30am; however, often staff indicate this earlier and therefore, the Principal will contact the HLTA out of hours, if this is their preference. With unplanned absence, it is expected that the teacher will have already planned and resourced the lesson and therefore, if they are fit enough to do so, they would be expected to email the Principal as soon as possible. Alternatively, the Phase Lead will direct the HLTA to the lesson resources. Should this become a prolonged period of cover, the Phase Lead will organise the planning.

Marking and Assessment Expectations

As within all lessons, the majority of marking feedback should take place within the lesson as live marking; however, time is allocated within HLTA hours for the marking of the lesson content after school. This should be limited to a light marking but include an indication of the lesson success in line with school policy (ticking of the TKHT). There is no expectation of next steps marking. It would be expected that the marking would take place before the next lesson.

In regard to assessment, HLTAs will be asked to support teachers in subject judgement for planned lesson cover, where they have taught the majority of a subject.

Professional Development

All HLTAs will be supported through this qualification and the NPEQs to support their teaching of the PE within the school. In addition, they can ask to attend any additional training opportunities that support the role in line with all teaching staff.

In addition, the Principal will complete a minimum of three formal lesson observations per year; however, this can be increased to six if requested. Two specific inset sessions will also be organised biannually: one focusing on the teaching of PE and one covering the general developments of teaching within the school. Finally, an annual meeting will be held with the subject leader to discuss lessons included within planned cover.

Intervention

HLTAs will be asked to lead a whole-school intervention where this can be integrated into their cover commitments. This will be most likely be linked to the longer-term support of writing and reading. This will be organised and supported by a designated Senior Leader through regular meetings.

Staff Meetings

The principal will discuss with the HLTAs at the start of each term which staff meetings would necessary or beneficial for them to attend; however, this will be negotiated to ensure that this does not impact their cover commitments.

After School Clubs

The school is currently trialling the provision of afterschool clubs through HLTAs. A review will take place to ensure that this can be integrated into their existing cover commitments and may require some adjustment of hours if needed.

RELEASING CLASSES AT THE END OF PE:

Either teachers return at 3:00 or 3:10 – but they will then need hold the children until 15:20 as HLTAs need 10 minutes to put equipment away