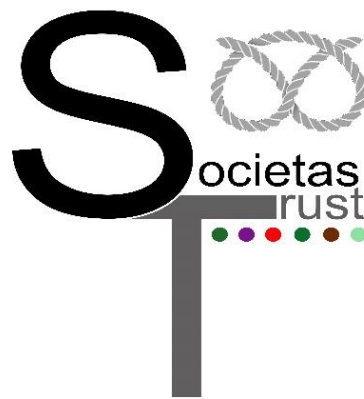




The Societas Trust



Recruitment Pack

HLTA (Cover Supervisor) – Level 7 P17 – P22

35.5 hours per week Term time only

Closing Date: Friday 8th May 2026 at 9am

Interviews: Week Beginning: 18th May 2026

Setting - Gladstone Primary Academy

“Great Learning Opportunities For All”

<https://www.societastrust.org.uk/>

Message from the CEO of the Trust

Dear applicant

Thank you for your interest in the position of HLTA (Cover Supervisor) at Gladstone Primary Academy, which is part of the The Societas Trust. Our Trust currently consists of:

Alsagers Bank Primary Academy

Ash Green Primary Academy

Ball Green Primary School (Associate Member)

Burnwood Primary Academy

Carmoutside Primary Academy

Ellison Primary Academy

Gladstone Primary Academy

Goldenhill Primary Academy

Oaklands Nursery School (Associate member)

Summerbank Primary Academy

The Societas Trust is a successful partnership between ten schools in North Staffordshire. We share a belief that the needs of children are best met when schools collaborate and cooperate and are able to maintain close links with the communities they serve. Whilst it is crucial for us to support the development of the unique identity of each school in the partnership, we also believe that by developing and promoting innovative and creative approaches to learning and teaching across the trust, we will ensure that our children have the very best opportunities to excel academically and develop socially. We believe that children learn best and thrive in environments that promote and foster self-belief, the love of learning and high expectations of themselves and others. I would like to extend my very best wishes to all the pupils, teachers, governors and parents/carers across The Societas Trust for their future success.

Jon Lovatt

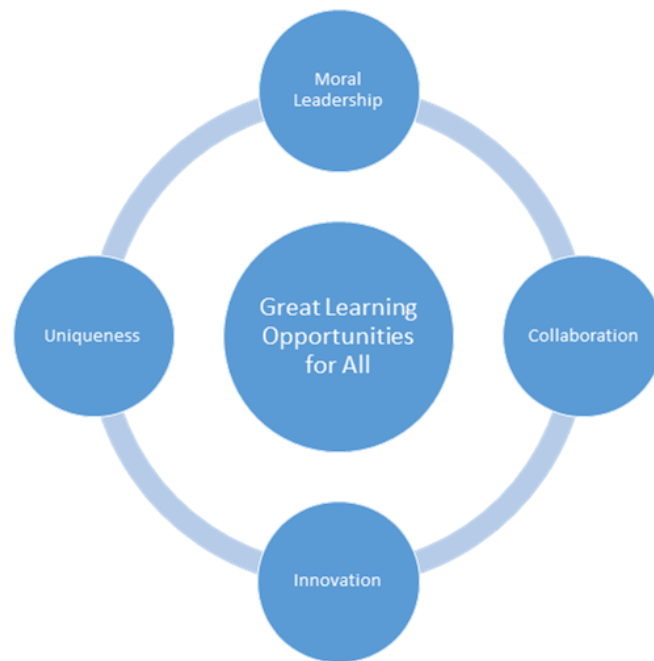
***Vision and
Societas Trust.***

'To create a professional all learners are encouraged to potential, and all respected.'



Values of The

*sustainable,
community, where
valued and
achieve their
individuals are*



Whilst our shared drivers and values, depicted above, underpin the ethos and culture of the Trust, each setting is also valued as an individual entity with its own special identity. So, at Societas:

All settings work collaboratively, not competitively – there is no lead setting;

Each setting retains its own senior leadership team and business manager;

Each setting retains its own local governing board.

Our shared values include:

*Honesty
Transparency
Trust
Challenge
Integrity
Accountability
Respect*

*Moral Leadership
Professional regard
Collaboration
Physical Health and Well-Being for all*

Our Settings

[Alsagers Primary Academy.](#)



Alsagers Bank Primary Academy is proud to have become part of The Societas Trust in September 2021.

Alsagers Bank Primary Academy is a small, semi-rural primary school located on the outskirts of Newcastle under Lyme with 157 pupils on role from Nursery to Year 6. (September 2024). We have 7 classes throughout the school and 28 staff. We work closely with Bee Active Childcare who provide 2 year old provision on our site and Bee Active who offer holiday club provision to the local community during all school holidays.

Our main school building, which dates back to 1836, is set within generous grounds with large school fields on which a dedicated area to Forest Schools has been developed and this theme of Forest Schools is reflected in our school corridor decoration.

[Ash Green Primary Academy](#)



Ash Green Primary Academy is a nurturing environment where all children feel valued, happy and secure. As a family, we learn together, laugh together and take care of each other in a school community which is passionate about caring for the body, heart and mind. Equality, fairness and respect are paramount as is our unshakeable belief that all children have an entitlement to world class opportunities regardless of background.

We aspire for all children to have a love of learning, be curious about the world we live in and to have the confidence to try new ideas and take risks. Children embrace unique talents as well as ensuring that we are 'achieving the best, together'. All within our school family take pride in the role they have by striving for excellence and not perfection. These core values mean that all children achieve their personal bests by having high expectations of themselves and others. A carefully designed curriculum and assessment system, bespoke to our school context, allows our children to make sense of the world and their place in it, as well as respecting and valuing other individuals and communities.

Ash Green has strong collaborative links with all settings within The Societas Trust. The team are outward facing in their pursuit of self-sustaining school improvement.

[Burnwood Primary Academy](#)



Burnwood Community School is a fast paced, exciting and creative school that works hard to ensure that the whole school community is supported. The achievement of our children is our top priority and everyone supports our ethos and school mission statement of 'working together to achieve our best'.

At Burnwood we support and challenge every child, to be resilient, to work hard and to do their best. We work collaboratively across the Trust and beyond to promote a culture in which openness to peer and external scrutiny are balanced by an expectation that we share talents, strengths, and expertise.

All members of the school team share the school values and have the drive to secure rapid and sustained improvement whilst also developing the culture and ethos of the school. We prioritise staff wellbeing and are deeply committed to investing in staff at every level of our organisation through clear professional development pathways and opportunities.

[Carmountside Primary Academy](#)



Carmountside Primary Academy is a happy, warm and friendly school serving Abbey Hulton and the wider community to ensure that all children achieve more than they ever thought possible. We have a hardworking, dedicated team who provide the best for our children so they leave us having developed into confident, healthy individuals with the strength of character that enables them to achieve their full potential. We are committed to raising standards and have consistently high expectations of our children both academically and socially.

We are proud of the wide range of opportunities we offer our children. We aim to make learning enjoyable, allowing every individual to succeed in a safe, secure environment. Through our broad and balanced curriculum, we strive to create life-long learners with a hunger for knowledge whilst developing skills and values to become tolerant and respectful young people. We believe that every child has the right to quality education and that this is achieved when parents and schools work together in partnership.

[Ellison Primary Academy](#)



Ellison Primary Academy is a busy but friendly academy, where lots of exciting learning happens. We place great emphasis on children enjoying their learning experience, as well as reaching the highest possible standard of achievement. It's not just about remembering dates and facts...it's also about igniting an interest in learning that will last a lifetime. This would not be possible without our wonderful teaching and support staff. They are dedicated to making sure that all our children enjoy their time here and reach their full potential.

Our school vision is, 'Developing a caring family of creative, critical and collaborative learners'; this is achieved in our highly supportive and caring environment, where children feel safe to make mistakes, learn from those mistakes and become confident, independent learners.

[Gladstone Primary Academy](#)



Gladstone is a two-form entry Primary School situated in Longton with we currently have over 470 pupils on roll. The school was built in 2009 and we have fantastic facilities in our impressive 'state of the arts building and grounds'. Gladstone is a nurturing school where everyone's contribution is valued. We have a talented and dedicated team and a forward thinking and ambitious Governing Board. Our fantastic pupils are well mannered and polite and play an active role in the running of our school and our parents are very supportive and work well with us. We serve as a hub for our local community.

[Goldenhill Primary Academy](#)



At Goldenhill Primary Academy, we are dedicated to providing a strong foundation for every child to thrive, both academically and personally. Our mission is to help each pupil reach their full potential in a nurturing and supportive environment. Central to our ethos are values of respect, exemplary behaviour, and inclusivity, which we foster in all members of our school community, regardless of age, gender, religion, or ability. At Goldenhill, we truly believe in 'Developing the Individual.'

Our provision is designed to inspire a genuine love of learning, which we see as the cornerstone of academic success. We are committed to continuously improving outcomes for all our pupils, ensuring they are well-equipped to meet the challenges ahead. As a fully inclusive school, we warmly welcome students with special educational needs and disabilities, and are dedicated to providing the support they need to flourish.

[Oaklands Nursery School](#)



We are one of the last 2 remaining standalone Local Authority Maintained Nursery Schools in Staffordshire. We work closely with The Societas Trust as an associate partner, which is comprised of 8 primary settings in North Staffordshire, including Ellison Primary Academy. We provide education for children aged two to five years with a caring, passionate and experienced staff team.

At Oaklands, we put the children at the heart of all we do, providing a truly child centred, creative and holistic approach to early years education. Our approach nurtures and empowers children to be curious, make their own choices and become confident and resilient individuals. Through this approach, we aspire to foster a lifelong love of learning. Staff are exceptionally skilled at knowing each child's interests, needs and next steps. The partnership with the Trust makes a positive difference to leaders, staff and children due to the enhanced range of opportunities, training and support provided.

[Summerbank Primary Academy](#)



Summerbank is a large, multicultural primary school situated in the north of Tunstall.

We provide children with an engaging, high quality, all round education in a vibrant, well-resourced and inclusive environment. We see our school as a family and we take pride in creating a caring and supportive ethos where each member thrives, our motto is 'together we grow'.

Children in our school are happy, polite and keen to learn and our talented and creative staff work hard to make sure every child has the opportunity to reach their full potential. Our curriculum is relevant and engaging and is taught well, this along with high expectations and a committed staff team ensures that children have good progress and attainment.

We are privileged to have a school community where a high proportion of our children and families originate from different areas across the world, bringing together a richness of culture and language which we celebrate at Summerbank. We want our children to take advantage of all the opportunities life has to offer - we plant the seed to grow their dreams.

Ball Green Primary School



Every child. Every chance. Every day.

Ball Green Primary School is a welcoming, medium-sized school and nursery serving the Norton, Ball Green and nearby communities. We take pride in building strong, supportive relationships with children, families and the wider community, creating a respectful and caring environment where everyone can thrive together.

Our vision is to be a "school of smiles," where every child is happy and given the opportunity to grow and improve every day. We focus on nurturing the whole child through an inclusive, fair and consistent approach. Our goal is to prepare every child socially, emotionally and academically for success in the modern world.

We offer tailored support, including nurture groups and alternative provision for children needing extra help. From April 2026, we will expand our support with a new specialist provision for children facing social, emotional and mental health challenges.

Our curriculum is designed to deepen knowledge, skills and vocabulary through a progressive, text-based approach. We encourage cross-curricular learning and outdoor activities to inspire children, while integrating technology to prepare them for the future. At Ball Green, we aim to create confident, well-rounded learners who are ready to embrace their diverse futures.

Employee Benefits.

As a valued member of staff or governor at The Societas Trust, not only will you be part of an organisation that is dedicated to ensuring 'Great Learning Opportunities for All', which is embedded in our core values of Moral Leadership, Collaboration, Uniqueness and Innovation, you will also have access to a wide range of employee and governor benefits enabling you to thrive. These include:

- Automatic enrolment into guilt edged pension schemes: Teachers' Pensions Scheme for teachers; Staffordshire Local Government Pension Scheme for all other staff
- Cancer and Chronic Illness Support*
- Child Care Vouchers
- Counselling*
- Cycle To Work Scheme
- Discounted Gym Memberships
- Food Sensitivity Testing*
- Financial Wellbeing Support*
- Integrated GP Services*
- Long Service Award after 25 years' continuous service*
- Menopause Support*
- Mindfulness Support and 'Mastering Mindfulness' courses*
- Nurse Support*
- Physiotherapy*
- Private Medical Operations
- Recognition of relevant continuous service on appointment
- Staff Workshops, including Health Screening and Stress/Mindfulness Workshops
- Virtual Gym*
- Weight Management*
- Wellbeing Day - an additional day off work for your wellbeing
- Wide Range of Continuing Professional Development and Career Progression Opportunities

*These benefits are also available to our governors

(Please note that terms and conditions apply to some benefits)



Wellbeing



SOCIETAS TRUST (GLADSTONE PRIMARY ACADEMY)



JOB DESCRIPTION

JOB TITLE:	HLTA (COVER SUPERVISOR) PERMANENT
GRADE:	LEVEL 7 P17-P22

Job Purpose

The main purpose of this role is to lead planned learning with individuals, groups or classes of pupils in the absence of a Teaching Assistant or Teacher. The post holder will be line managed and deployed by SLT. The post holder will have supervisory responsibility duties for individual and groups of children and be working at H.L.T.A. standards. They will also need to manage, organise and prepare resources for planned learning.

'The post holder may be required to guide & assist lower grade staff during any cover - i.e. support staff, apprentices or work experience students'

The post holder will be required to hold at least an NVQ Level 3 qualification (or equivalent) or higher and vast experience in teaching classes across the 3-11 yrs age range or externally assessed HLTA status.

Key Duties / Responsibilities

1. Undertake appropriate preparation of lessons for individuals, groups and whole classes.
2. Participate in planning and evaluation of learning activities providing feedback to the children on pupil progress and behaviour.
3. Assess the development, progress and attainment of pupils in planned learning sessions.
4. Implement planned learning activities/teaching interventions as agreed with SLT/ SENCo, adjusting activities according to pupils' responses as appropriate.
5. Report on the development, progress and attainment of pupils to the responsible teacher as appropriate.
6. Follow, implement and review IEPs for children with SEN
7. Keep children's individual work folders and records up to date i.e SEN folders and Group intervention folders
8. To provide classroom cover - during any teacher absence as well as providing timetabled PPA / ECT cover each week.
9. Under the direction of SLT/SENCo share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate
10. To establish and build positive relationships with children, parents and carers.
11. Contribute to assessments for children by using standardised assessments
12. Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate
13. Work with the class staff to maintain a clean, safe and inspiring learning environment, contributing to display work both in and out of the classroom
14. Provide immediate feedback to children both verbal and written
15. Follow the school's agreed marking and feedback policy and adhere to the same expectations of presentation and work.

16. Take responsibility for the review process and timescales for Individual Educational Plans and share these with the class teacher and SENCo
17. Work alongside and support the work of other adults in the classroom
18. To support the use of IT across all curriculum areas
19. To work under the direction of the SENCo to deliver interventions i.e Switch On, Catch Up, Nurture
20. Assist in escorting and supervising pupils on educational visits, out of school activities i.e swimming or to outside agency appointments i.e CAMHs or Speech and Language
21. Select, prepare and clear away classroom materials and learning areas ensuring they are available for use before and after sessions.
22. Assist the teacher with the appropriate behaviour management and supervisory duties within the class, following the academy's Behaviour Policy
23. Attend relevant training and staff meetings where appropriate
24. Contribute to wider academy life by attending events e.g discos, film nights, fayres, parents' evenings, performances and supporting the yard duty rota
25. To adhere to all Academy and Trust policies
26. Be qualified in Level 1 Safeguarding
27. To maintain confidentiality in relation to pupils' personal circumstances and in line with GDPR regulations
28. To support the school's leadership in promoting an ethos and culture within the school that drives through school improvement in line with the aims of the school.
29. To facilitate, within the whole school, behaviours that support and contribute towards developing the values of the school.
30. To undertake any other duties that fall within the grade and nature of the post in order to ensure the smooth running of the school.
31. Attend to any other reasonable duties required by the Headteacher



HLTA (COVER SUPERVISOR) – LEVEL 7 PERMANENT GLADSTONE PRIMARY ACADEMY

Minimum Essential Requirements : A (Application) I (Interview) T (Task)

Personal Qualities

- Patience, nurturing, understanding and a sense of humour A / I
- Good team player A / I
- Willingness to take an active role in the wider life of the school I
- Flexibility to respond to the daily changing needs of the school A / I

Qualifications and Experience

- The post holder will be required to hold at least an NVQ Level 3 qualification or externally assessed HLTA status (or equivalent) or higher. A
- Experience of leading learning in large groups or class sessions in teacher absence A
- Responsibility of attainment and progress for individuals or groups of pupils A

Knowledge

- Demonstrate knowledge and understanding of the HLTA standards A / T
- An understanding of the varied needs of children as they develop both socially and academically A / I
- Knowledge of behaviour management techniques that support school and classroom practices. A / I
- Knowledge and compliance with policies and procedures relevant to safeguarding and health and safety I
- Knowledge of the EYFS, Key Stage 1 and 2 curriculum A / I
- A very secure knowledge and understanding of the Year 6 curriculum and the high expectations related to it in order to support teachers in securing success for our children at the end of Key Stage 2 A / I / T

Skills and Aptitudes

- A commitment to promoting equal opportunities and promoting individual needs A
- To contribute to the planning and preparation of learning activities, including your role within the learning activities A / I
- Awareness of confidentiality I
- Ability to work as part of a team I
- Ability to provide cover for a class across all age ranges A
- Providing timetabled PPA cover, working at HLTA standards A
- Able to manage time effectively, working within time frames and meeting deadlines A
- Ability to be flexible to the needs of the children and the school A / I
- Effective communication, interpersonal and organisational skills I / T
- Ability to use IT/internet and email to support pupils learning A / I / T
- An ability to fulfil all spoken and written aspects of the role with confidence through the medium of English A / I / T

Training and Professional Development

- Willingness to take part in appropriate training and personal and professional development I

Application Guidance:

If you decide to apply for this post applicants are required to complete an application form, CVs will not be accepted. Your formal letter of application (supporting statement) should be no more than 1300 words and should include:

- Why you are attracted to the post
- How your experiences and achievements address the job description and personal specification

For further details and to request an application form please email office@gladstoneprimary.org.uk

Visits to the Academy are strongly encouraged prior to application, to arrange please call the office on 01782 957267

Closing Date: Friday 8th May 2026 at 9am

Interviews: Week Beginning: 18th May 2026

If you have not received communication from the academy inviting you for interview within **7 working days** of the closing date of the post, you can assume that you have not been shortlisted on this occasion. We thank you for your interest in our organisation and would encourage you to apply for suitable vacancies in the future.

Safeguarding:

Gladstone Primary Academy is committed to the safeguarding and welfare of children and young people and expects all its employees to share this commitment. This post is exempt under the Rehabilitation of Offenders Act (1974) and all shortlisted candidates will be asked to complete a criminal record self-declaration and be subject to references and online social media checks. Appointment to the post will be subject to a satisfactory enhanced check by the Disclosure & Barring Service.

To comply with Asylum and Immigration legislation you will be required (if appointed) to provide one or more documents from the Immigration Act 2006 - List A and B. You must provide proof of current and valid permission to be in the United Kingdom and valid permission to do the type of work offered. Further information is available at: www.bia.homeoffice.gov.uk/employers/

For More information about The Societas Trust, please visit our website:

<https://www.societastrust.org.uk/>