



## ST. HELEN'S CATHOLIC PRIMARY SCHOOL

### JOB DESCRIPTION

#### MISSION STATEMENT

**RESPECT YOURSELF,  
RESPECT EVERYONE IN OUR SCHOOL COMMUNITY,  
RESPECT EVERYONE IN OUR LOCAL COMMUNITY,  
RESPECT EVERYONE IN OUR GLOBAL COMMUNITY  
BUT MOST OF ALL, RESPECT GOD OUR FATHER  
IN HEAVEN.**

<b>Job Title</b>	HLTA
<b>Grade</b>	19-24
<b>Reports to</b>	Class teachers, Middle and Senior Leaders
<b>Responsible for</b>	Pupils across the school : using detailed knowledge and specialist skills to raise standards of achievement including those with SEND, EAL and disadvantaged. Class Cover.
<b>Liaison with</b>	Teaching Staff, Middle and Senior Leaders

#### **Job Purpose**

To work in partnership with class teachers to support learning in line with the national curriculum/EYFS curriculum, SEND codes of practice and school policies and procedures.

To have particular and specific management responsibilities for groups of pupils or individuals across the school including those with SEND, EAL , on intervention programmes, including catch up and those receiving nurture support.

To contribute to the planning, delivery of sessions, assessing, monitoring progress and reporting back to the Class Teacher, Middle and Senior Leaders.

#### **Principal Accountabilities**

Use teaching and learning objectives to plan and deliver learning opportunities. To evaluate and adjust lessons/work plans as appropriate and with support, when necessary.

Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.

Deliver agreed learning activities to pupils, adjusting activities according to pupil responses/needs.

## **Duties**

### **Teaching and Learning**

- Organise and manage an appropriate learning environment.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Be responsible for recording progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment.
- Establish a clear framework for discipline in line with established policy, anticipate and manage behaviour constructively, promoting self regulation and independence.

### **Support for pupils**

- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils.

### **Support for the Curriculum**

- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.

## **GENERAL RESPONSIBILITIES FOR ALL TEACHING ASSISTANTS**

- Comply with and assist with the development of policies and procedures relating to child protection, equal opportunities, health, safety and security, Pupil well-being, confidentiality and data protection, reporting concerns to an appropriate person.
- Be aware and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to overall ethos/aims and Mission Statement of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with teacher, to support achievement and progress of pupils.

**GENERAL RESPONSIBILITIES FOR ALL SUPPORT STAFF**

- To participate in the performance management process - taking personal responsibility for identification of your learning, development and training needs - in discussion with your Performance Management Team Leader.
- To comply with individual responsibilities, in accordance with role, for health and safety in the workplace.
- Ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy.

The duties above are neither exclusive or exhaustive and the post holder may be required by the Head Teacher to carry out appropriate duties within the context of their position.

**THE GOVERNING BODY IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF AND VOLUNTEERS TO SHARE IN THIS COMMITMENT.**

This job description will be reviewed when necessary. In addition, it may be amended at any time after consultation has taken place depending on the needs of the school.

**THIS DOCUMENT IS SIGNED AS HAVING BEEN DISCUSSED AND AGREED BETWEEN THE MEMBER OF STAFF AND THE LINE MANAGER.**

.....( HLTA ) .....(Date)

..... (E. MOUCHEL) ..... (Date)