

<b>Job Title</b>	Cover / HLTA
<b>Grade</b>	Band 3 (points 6 – 11)
<b>Reports to</b>	Teacher
<b>Responsible for</b>	Learning Support Assistants
<b>Liaison with</b>	Teaching staff, support staff, Headteacher, pupils.
<b>Job Purpose</b>	<p>To work with teachers as part of a professional team to support learning activities for classes.</p> <p>The primary focus will be to work under the professional direction of a teacher and within an agreed system of supervision in delivering lessons set by or with teachers.</p> <p>You will be expected to progress pupils’ learning and may be asked to assess, record and report on development, progress and attainment as agreed with the teacher.</p> <p>To provide support across all phases, covering and supporting where needed under the full support and supervision of the SLT and phase leads.</p> <p>To work with a team of LSA’s across the Trust to develop good working practices within a supportive environment.</p>
<b>Principal Accountabilities</b>	<p>Under the direction of the teacher, delivery challenging teaching and learning objectives</p> <p>Use detailed knowledge and specialist skills to support and progress pupils’ learning.</p> <p>Deliver agreed learning activities to pupils, adjusting activities according to pupil responses/needs.</p> <p>Building a bank of expertise throughout the Trust by working with team members of other schools within the HEARTS Academy Trust.</p>
<b>Duties</b>	<p><b>SUPPORT FOR THE TEACHER</b></p> <ul style="list-style-type: none"> <li>• Organise and manage an appropriate learning environment</li> <li>• Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives</li> <li>• Provide objective and accurate feedback and reports to teachers</li> <li>• Record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and attainment</li> <li>• Establish a clear framework for discipline in line with established policy, anticipate and manage behaviour constructively, promoting self control and independence</li> <li>• Support the role of parents in pupils’ learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.</li> </ul> <p><b>SUPPORT FOR PUPILS</b></p> <ul style="list-style-type: none"> <li>• Establish productive working relationships with pupils, acting as a role model and setting high expectations</li> <li>• Promote the inclusion and acceptance of all pupils within the classroom</li> <li>• Support pupils consistently whilst recognising and responding to their individual needs</li> </ul>

	<ul style="list-style-type: none"> <li>• Encourage pupils to interact and work co-operatively with others and engage all pupils in activities</li> <li>• Promote independence and employ strategies to recognise and reward achievement of self-reliance</li> <li>• Provide feedback to pupils in relation to progress and achievement</li> <li>• Administer first aid, including medication when required</li> </ul> <p><b>SUPPORT FOR THE CURRICULUM</b></p> <ul style="list-style-type: none"> <li>• Use ICT effectively to support learning activities and develop pupils' competence and independence in its use</li> <li>• Select and prepare resources necessary to deliver learning activities, taking account of pupils' interests and language and cultural backgrounds</li> <li>• Liaising with LSA's in other Trust schools, in person and electronically to improve teaching and learning throughout the Trust</li> </ul>
<p><b>General</b></p>	<ul style="list-style-type: none"> <li>• Comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person</li> <li>• Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop</li> <li>• Contribute to the overall ethos/work/aims of the school</li> <li>• Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils</li> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• The Board of Trustees is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> </ul> <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>

Signed \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_