



# Hyde High School

Job description: <b>Design and Technology HLTA including technical support</b>	
Grade: F	
Working pattern: 36 hours per week, term time only	
Responsible to	Head of Design and Technology (DT) Department
Core Role	Higher Level Teaching Assistant (HLTA) – to support pupils’ learning across the department including in-class support as well as planning and delivering learning activities for individuals or small groups.  Technical support – to use technical expertise and knowledge to provide safe, efficient and effective technical and practical support to the DT Department.
Key duties	
<b>HLTA responsibilities</b>	
Deliver structured and agreed learning activities relevant to pupils’ needs.	
Supervise and provide in-class support for identified pupils, enabling their access to learning activities.	
In liaison with the class teacher, plan and deliver challenging lessons for small groups or individuals appropriate to the needs of all learners in the group.	
Deliver agreed interventions, record progress and provide feedback and reports as necessary.	
Support pupils to access subject-specific learning resources and ICT as appropriate including CAD/CAM equipment and specialist software.	
Foster effective learning habits including pride in presentation, resilience, independence and time management.	
Encourage pupils to interact and work cooperatively with others and engage in all learning activities.	
Establish excellent learning relationships with pupils and have an awareness of their individual needs.	
Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.	
Administer and assess routine tests and undertake routine marking of pupils’ work as required.	
Support constructive relationships with parents/carers and contribute to meetings to provide feedback in relation to pupils’ attainment and progress.	
Promote pupils’ self-esteem and independence.	
Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop.	
Support the reintegration of pupils into lessons following absence.	
Cover for absent colleagues within the department supervising up to 3 lessons per week with work set by teaching staff.	
Assist with the supervision of pupils out of lesson times, including before and after school and at break or lunchtime as required.	
Support departmental activities such as trips and visits, hosting visitors, pupil coursework, and exhibitions of pupils’ work.	
Carry out the role of Form Tutor as required.	
<b>Technical support</b>	
Organise and prepare materials, equipment and resources for DT lessons.	
Support teaching staff with the operation of any new specialist equipment and associated software.	
Contribute to the development of new learning activities using the specialist equipment and software available.	
Ensure that work areas, classrooms and preparation areas are kept in clean and tidy order.	
Provide administrative support to the Subject Leader as required.	
Check, order and maintain stock levels within the department ensuring value for money.	
Have particular regard to health and safety in accordance with school policy and statutory requirements e.g. CLEAPPS	
Oversee the scheduled and day to day maintenance of all tools, machinery and equipment within the department including laser cutters, 3D printers, routers, pillar drills, band saws, circular saws and CAD/CAM equipment.	

**General**

Invigilate examinations as required

Act as a positive role model, setting high standards and expectations.

Attend and participate in relevant meetings as required.

Participate in training and other learning activities and performance development as required.

Accompany teaching staff and pupils on visits, trips and out of school activities as required and/or take responsibility for a group as directed.

Act as a First Aider (training provided).

Undertake any other reasonable duties at the request of the Headteacher.

This job description will be subject to review and may be modified or amended at any time after consultation with the post holder.

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All adults at Hyde High School are expected to:

- actively promote the school's positive and inclusive ethos and values;
- subscribe to the priorities within the School Improvement Plan;
- play a full part in the life of the school community;
- comply with and promote the school's corporate policies including, but not restricted to Health and Safety, Child Protection, Safeguarding and Data Protection;
- be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Hyde High School is committed to safeguarding and expects all staff and volunteers to share this commitment. All staff are subject to an enhanced DBS check.