



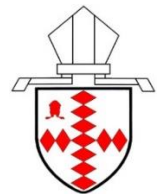
Job description for HLTA

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| NAME: | |
| POST TITLE: | HLTA |
| PAY SCALE: | Scale 5 – 32.5 hours per week, 39 weeks Hours - 4 days 8:30 – 4p.m. 1 day 9:00 - 4:30p.m. (1hr lunch break) |
| PURPOSE OF THE JOB: | To complement the professional work of teachers by taking responsibility for agreed learning activities from EYFS to Year 6 both in and out of school, under an agreed system of supervision that supports the teacher with the learning outcomes. To provide high quality support for class teachers and SENCo in relation to the raising of educational standards of all pupils including those with SEND and complex needs. |
| RESPONSIBLE TO: | Headteacher |

Core responsibilities tasks and duties

Teaching and Learning:

- Works in partnership with teachers, within an agreed system of supervision, to deliver learning activities to whole classes in the absence of the teacher during the teacher's PPA/management time.
- Takes responsibility for planning and preparing challenging lessons or sequence of lessons with teachers, participating in all stages of the planning cycle (long term/medium/short term plans), including in lesson planning, evaluating and adjusting lessons/work plans to meet children's needs.
- Motivate pupils and enable progress by using clearly structured, interesting teaching and learning activities.
- In accordance with arrangements made by the Headteacher, to supervise whole classes occasionally during the short term absence of teachers.
- To establish productive relationships with pupils and set high expectations
- Provide detailed verbal and/or written feedback on lesson content, pupil responses to learning activities and pupil behaviour, to teachers and pupils.
- To be responsible for the selection and preparation of resources to lead learning activities ensuring pupils' interests, language, family and cultural back ground are considered.
- Ensure all pupils have equal access to opportunities to learn and develop.
- To discuss and review the required support and delivery of learning provided on a regular basis with the class teacher, including regular feedback on pupil progress.



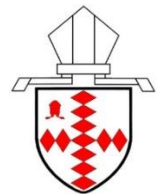
- Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others.
- In accordance with arrangements made by the Headteacher, progress pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present.
- To assist the teacher providing targeted support for children with SEND/EAL or identified groups by senior leaders to enable progress of all learners.
- To effectively use ICT to support learning activities and develop pupils' competence and independence in use.
- First Aid lead

Monitoring and Assessment

- Monitor pupils' participation and progress and provide constructive feedback to pupils in relation to their progress and achievement.
- Assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
- Mark books in line with the marking policy
- With teachers evaluate pupils' progress through a range of assessment activities.
- To provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters using agreed procedures
- Support the role of parents in pupils' learning and contribute to meetings with parents to provide constructive feedback on pupil progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.
- Contribute to specialist assessments as required and directed by SENCo. Ensure there are detailed and reliable records.

Contribution to the wider school:

- Contributes to the overall ethos, values and vision of the school
- Follows all school policies and procedures, in particular: safeguarding Policy, Behaviour Support Policy, SEND, Inclusion, Equal Opportunities, Health & Safety and Data Protection Policy
- To take part in school events and activities as required
- To lead after school activity clubs
- Supporting pupils on educational visits and outings from school, including supervising groups, under the direction of the teaching staff
- To undertake training and attend staff meetings/ INSET days in accordance with contractual arrangements, including both attending and leading
- Attends and contributes to meetings with other staff, external professionals and parents regarding pupils
- Work collaboratively with other agencies and professionals and coach and train others in the strategies shared.
- Under the direction of the SENCo support with general administrative tasks for children with SEND.



- To contribute to whole school policies
- To ensure the physical welfare of pupils and to assist pupils with their physical needs as appropriate and agreed. This may include assisting with personal/ intimate hygiene if required.
- Attend to minor accidents at school and supervise unwell children under the direction of the Headteacher.
- As nominated First Aid Lead ensure all staff follow policies and procedures relating to First Aid and are fully informed of medical needs of pupils. Responsible for ordering and maintaining first aid equipment.
- To maintain the health and safety of pupils and colleagues in the school by assisting in maintaining a clean and tidy environment and reporting any hazards that cannot be dealt with to your line manager
- To cover playground and lunchtime duties where required
- To support the borough's equal opportunities policies

Other:

Any other duties required by the Headteacher and/or Deputy Headteacher, which are within the scope of this post.

Signed Headteacher _____ **Date** _____

- I have read the schools safeguarding policy
- I have read the guidance in the Keeping Children Safe in Education
- I agree to abide by the staff handbook/Code of conduct

Signed (post holder) _____ **Date** _____

Note:

The job description is a description of the job to be undertaken and performed to the satisfaction of the Headteacher by the post holder. It does not form part of the contract of employment.

The duties and responsibilities of this post may vary from time to time according to the changing demands of the school. This job description maybe reviewed at the reasonable discretion of the Headteacher in the light of these changing requirements and in consultation with the post-holder. In any event, the Headteacher reserves the right to review and amend the job description.