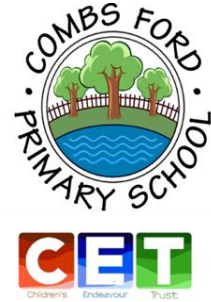


Combs Ford Primary School

JOB DESCRIPTION



POST TITLE: HLTA
RESPONSIBLE TO: Headteacher

Job Purpose

To support the teaching staff in their day to day function and support the pupils through:

Main duties and responsibilities of all HLTAs:

1. It will be assumed that all the duties and responsibilities expected of both classroom based and intervention based teaching assistants are to be included within this job specification, with the addition of those shown below:
2. To take full charge and responsibility of whole classes of children. This will involve having pastoral responsibility for the given class, promoting good behavior in line with school policy and the general progress / well-being of individual pupils and of the class as a whole.
3. To carry out work for a given class following discussion with the appropriate member of teaching staff, sometimes at short notice. This may include adding / adopting personal input or approaches or styles.
4. To provide and / or contribute to both oral and written assessments, attainment records, reports and references relating to individual pupils and groups of pupils, as required.
5. When required, to meet / work with other adults in order to support a child / group / class.
6. To plan, prepare and deliver group work for set individuals that meets a need specifically identified by a class teacher, SENCO or an outside agency.
7. When having taken a class, to ensure that the following have been completed:
 - Work has been marked, according to the school policy
 - Any notes / necessary information is passed on to the relevant member of staff (this may be in written or verbal form, as necessary)
 - That the teaching area / classroom is left neat and tidy, with resources replaced, furniture arranged as it ought to be, etc.
8. To interact with parents upon non-confrontational issues – where confrontation is expected or arises, the issue should be passed onto a member of teaching staff / Leadership team.
9. Provided they have received the appropriate training, to take dance and games lessons, but not gymnastics.
10. Undertake a range of tasks to support children's learning as directed by the SENDCo:
 - Working with small groups or 1:1 with children not accessing the standard curriculum
 - Planning and resourcing tasks to meet needs as identified through individual plans
 - Working both within a class situation but also independently within smaller areas