

Freezywater St George's CE VA Primary School is committed to the safeguarding of our pupils and staff.

# Freezywater St. George's CE VA Primary School

**Believe and Achieve!**



## Job Description – HLTA



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## **Freezywater St. George's CE VA Primary School**

***'Believe & Achieve'***

### **Statement of Vision and Values**

In consultation with pupils, parents, governors, community members and staff our vision and values were generated.

#### **Vision**

**Our vision is:**

**Through God's grace all members of our community will grow in heart, mind and spirit. We believe in ourselves, others and our faith which will allow us to reach our full potential and achieve our dreams and aspirations.**

**"But as for you, be strong and do not give up, for your work will be rewarded."**

**2 Chronicles 15:7**

#### **Values**

**FRIENDSHIP**

**RESPONSIBILITY**

**PERSEVERANCE**

**HUMILITY**

**TRUTHFULNESS**

**RESPECT & REVERENCE**

**PEACE**

**COURAGE**

**TRUST**

**GENEROSITY**

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**Post Title: Experience HLTA with Phonics and SEND**

Current Grade: Scale 4

As a member of Freezywater St George's school staff you will be part of a team that works together to support children academically, socially and emotionally so they grow in '*Heart, Mind & Spirit*'. You will become part of a friendly and supportive school where everyone works hard together to live out our vision, values and associated school motto: "Believe and Achieve!" building on its Christian foundation.

HLTAs on Scale 4 are expected to have appropriate qualifications as well as experience in supporting primary aged children with phonics and SEND pupils.

Specific Duties for Scale 4 post

As a HLTA you are primarily responsible for children's progress. You may be requested to take responsibility for the following areas:

- To cover a class one full day per week.
- To teach phonics on a daily basis
- To plan jointly with the Class Teacher using your knowledge of the children to ensure that they are taught the appropriate skills and knowledge of the curriculum at their own level.
- To make resources for children that enables them to more easily access the curriculum.
- To work with the SENCo and external professionals (eg Speech and Language Therapist, Occupational Therapist etc) to deliver programmes of support and monitor progress throughout.
- To liaise with the Class Teacher regarding the progress of pupils, and contribute to teacher assessments at the end of each term.
- To take an active role in target setting for the pupil, as well as reviewing previous targets and contributing to review meetings where this is discussed.
- To try and prevent the presentation of challenging behaviour through strategies which ensure the child remains calm and regulated, and to effectively deal with any challenging behaviour that does arise using agreed approaches.

Your role will also encompass the following areas when supporting other children in class:

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### Teacher Support

- To work as part of a team and assist the class teacher to ensure that all children are able to access the curriculum.
- To be aware of and support school policies and procedures.
- To work or play with individuals or small groups of children to assist in the delivery of the planned curriculum, as directed by the class teacher
- To set up group activities under the guidance of the class teacher. To work with children on practical activities, giving assistance and encouragement.
- To read to and with small groups of children, working with children on curriculum activities.

### General Welfare Support

- To report any concerns regarding children's welfare or education to the class teacher.
- Under the direction of the class teacher, to liaise with parents as appropriate, maintaining sensitivity and confidentiality at all times
- To assist with the reception and departure of children at the beginning and/or end of the school day.
- As part of a team, to manage the behaviour of pupils with particular regard to safety and the school's behaviour policy.
- To accompany classes and small groups of children on educational visits.

### Administrative/Classroom Support

- To assist in the planning, creation and mounting of displays of children's work.
- To assist in the preparation of resources e.g. photocopying, repairing books, filing of work, making games and apparatus.
- To assist with seasonal events e.g. parents' evenings, productions, concerts, church services, festivals.

### Continuing Professional Development (CPD)

- To attend appropriate staff meetings and training days/events as requested, including Child Protection and first aid training

The post holder shall ensure that the duties of the post are undertaken with due regard to the School's Health and Safety Policy and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.