

## Job Description: HLTA

Date	September 2024	Salary Grade: A23-A30	£25,309.89 - £31,719 (FTE) £22,750.05 - £28,510.94 (Pro-rata)
Accountable to	Principal	Hrs per week/Weeks per year	40hrs per wk, 8:30am – 5:00pm Term time only
In liaison with	SLT		

### Purpose of the Post

1. Provide support for teacher in order to raise the learning and attainment of all students
2. Provide support to students, so they can take part in learning and access the curriculum
3. Plan, prepare and deliver learning activities and assess, record and report on pupils' progress

#### **Support for teacher**

- Adopt relevant strategies to support the work of the teacher and increase achievement of all pupils
- Use effective behaviour management strategies to ensure good and safe learning environment
- Direct the work, where relevant, of other adults in supporting learning
- Cover and lead class teaching as and when appropriate
- Provide detail feedback on lesson content, student responses to learning activities and behaviour
- Assist with the supervision of students out of lesson times, including playtimes and supervising lunchtime.

#### **Support for students**

- Assess students' needs and support their learning by using specialist skills and knowledge
- Support students consistently whilst recognising their individual needs
- Provide feedback to students in relation to progress, behaviour, attendance etc

- Promote the inclusion and acceptance of all students within the classroom
- Promote self-esteem and independence by setting up challenging and demanding expectations
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.

#### **Planning**

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress
- Create lesson plans and learning materials and devise clearly structured activities that interest and motivate learners and advance their learning
- Use own area of expertise to contribute to planning and preparation of learning activities
- Plan how to support the inclusion of pupils in the learning activities

## ***Other duties and responsibilities***

- Contribute to the aims/ ethos/work of the school
- Attend relevant meetings and training as required.
- Communicate effectively with the staff, parents and students and where appropriate with persons outside the school
- Develop effective professional relationships with colleagues
- Maintain appropriate student records and provide accurate and up to date information for MIS, registers etc
- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy

## ***Any Other Duties***

- ***Undertake any task to support the safe daily functioning of the Trust to support the academy as requested by the Principal/CEO.***

***Signed***

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***Date***

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