

HLTA - Job Description



RESPONSIBLE TO: Assistant Headteacher/Class teachers/Deputy Headteacher

RESPONSIBLE FOR: To assist in promoting the learning and personal development of the pupils to enable them to make best use of the educational opportunities available to them.

1. DUTIES

Combination of support to phase across Year groups whilst also being used to cover any planned or non-planned absence. Teaching will need to be meet the school's policy on teaching and learning.

2. PARTICULAR DUTIES

1) HLTA

3. MAIN ACTIVITIES ARISING FROM THESE DUTIES

3.1 Support for Pupils

- Undertake a range of tasks to support learning for pupils as effectively as possible in whole class, small group and 1:1 situations both within and outside of the mainstream classroom by, for example:
- Promoting positive values, attitudes to learning and good pupil behaviour in line with school policy.
- Establishing supportive and effective relationships with pupils
- Motivating and encouraging pupils as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupil's needs and to support them in developing their resilience and perseverance when completing tasks
- Ensuring pupils are able to use the equipment and materials provided and help to make/adapt resources as necessary
- Assisting small groups of pupils/individuals in particular areas, e.g. speech and language, reading, spelling, phonics, numeracy, handwriting/presentation etc
- Supporting the use of specific ICT programmes
- Accompanying pupils on educational visits

3.2 Support for the class teacher

- Monitoring pupils responses to learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
- Providing regular feedback on the pupils' learning and behaviour to the teacher
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Keeping records of pupils' behaviour and assisting the teacher in fostering links between home and school e.g. completing home-school communication books
- Marking pupils' work (if appropriate) under the direction of the class teacher
- Undertaking routine tasks to support the curriculum and assist with events organised as part of the curriculum e.g. sports days, educational visits
- Providing additional nurture to individuals when requested by the class teacher
- Supervise a class if the teacher is temporarily unavailable – predominately in EYFS/KS1 but in exceptional circumstances in maybe KS2
- Undertake other relevant duties given by the class teacher

3.3 Teaching and learning

- To cover and lead class teaching as and when appropriate such as for regular PPA cover and to provide cover for staff illness or training
- Direct the work, where relevant, of other adults in supporting learning
- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role

- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons
- Use area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities
- Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning
- Plan how they will support the inclusion of pupils in the learning activities

NOTE.

The duties may be varied to meet the changing demands of the school at the reasonable direction of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above.