Job Description

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| **Job Title: Classroom Practitioner (HLTA)** | Department: Boleyn Trust |
| **Division/Section:**  **Boleyn Trust Primary Schools** | **Job Number:** |
| **Grade:** SO1(qualified) | **Date last updated:** |

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| EQUALITY AND DIVERSITY |
| We are committed to and champion equality and diversity in all aspects of employment with the Boleyn Trust. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work. |

###### Overall Purpose of Job

* To support the education and welfare of pupils as directed by class teachers, having due regard to the aims of the school, objectives, schemes of work and policies and relevant national requirements.
* To work with whole classes, smaller groups and individual pupils
* To promote high quality teaching support
* To ensure effective use of resources
* To promote high standards of learning and achievement for all pupils

## Job Context

1. The postholder reports to a member of school management or designated Senior Manager/Inclusion Manager/SENCO **and or** work directed by class teachers
2. To supervise Teaching Assistants when required

## Key Tasks and Accountabilities

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the postholder. This is not an exhaustive list of all tasks that may fall to the postholder, and employees will be expected to carry out such other reasonable duties which may be required from time to time.

**Professional Standards**

1. To build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and be concerned for their development as learners.
2. To demonstrate and promote the positive values, attitudes and behaviour expected from pupils at all times.
3. To work collaboratively with colleagues and carry out your role effectively, knowing when to seek help and advice.
4. To liaise sensitively and effectively with parents and carers, recognising their role in pupils’ learning.
5. To improve your own practice, including through observation, evaluation and discussion with colleagues.

The following teaching and learning activities should take place under the direction and supervision of a qualified teacher in accordance with arrangements made by the head teacher of the school. The sentences in *Italics* are ‘specified work’ which may happen in the absence of the teacher from the classroom. However the original class teacher remains responsible for the progress of pupils.

**Planning and Expectations**

1. Contribute effectively to teachers’ planning and preparation of lessons.
2. *Planning and preparing of lessons for pupils.*
3. Work within a framework set by the teacher, plan your role in lessons including how you will provide feedback to pupils and colleagues on pupils’ learning and behaviour.
4. Contribute effectively to the selection and preparation of teaching resources that meet the diversity of pupils’ needs and interests.
5. Contribute to the planning of opportunities for pupils to learn in out-of-school contexts, in accordance with school policies and procedures.

**Monitoring and Assessment**

1. Support teachers in evaluating pupils’ progress through a range of assessment activities.
2. *Evaluate pupils’ progress through a range of assessment activities*.
3. Monitor pupils’ responses to learning tasks and modify your approach accordingly.
4. Monitor pupils’ participation and progress, providing feedback to teachers, and giving constructive support to pupils as they learn.
5. Contribute to maintaining and analysing records of pupils’ progress.
6. *Maintain and analyse records of pupils’ progress*.
7. Assessing the development. Progress and attainment of pupils.
8. *Reporting on the development, progress and attainment of pupils*.
9. Assist in managing pupil data by gathering information inputting data and considering results.

**Teaching and Learning Activities**

1. *Delivering lessons to pupils. This includes delivery via distance learning or computer aided techniques.*
2. Use clearly structure teaching and learning activities, that ensure you maintain interest and motivate pupils, and advance their learning.
3. Communicate effectively and sensitively with pupils to support their learning.
4. Promote and support the inclusion of all pupils in the learning activities in which they are involved.
5. Use behaviour management strategies, in line with the schools’ policy and procedures, which contribute to a purposeful learning environment.
6. Advance pupils’ learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present.
7. Where relevant, to guide the work of other adults supporting teaching and learning in the classroom.
8. Recognise and respond effectively to equal opportunity issues as they arise, including by challenging stereotyped views, and by challenging bullying or harassment, following relevant policies and procedures.
9. Organise and manage safely the learning activities, the physical teaching space and resources for which they are given responsibility.

**Supervision**

1. To provide first line supervision of teaching assistants, including organising placements and arranging cover.
2. To provide guidance to teaching assistants, including role modelling and supporting their training and assisting in assessing needs.
3. To represent teaching assistants at meetings, ensuring their ole is included in the planning of work and achievement of school aims.
4. To assist in managing pupil data by gathering information, imputing pupil data and considering the results.
5. To undertake Performance Management and appraisal of staff supervised.

**Other duties**

1. To produce and maintain classroom resources, displays and classroom layout in consultation with the teacher.
2. To supervise the pupils during breaks and/or lunchtimes if required.
3. Carry out routine clerical tasks eg. Collecting educational visit money, distributing letters and producing class lists.
4. Other appropriate duties relevant to the purpose of the post and within the grading and competency of the post holder, as reasonably required by the teacher/ head teacher/ other senior management.

Person Specification

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| **Job Title:**  **Classroom Practitioner (HLTA)** | **Department:**  **Boleyn Trust** |
| **Division/Section:**  **Boleyn Trust Schools** | **Job Number:** |
| **Grade:** 6 – SO1 | **Date last updated:** |

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| IMPORTANT INFORMATION FOR APPLICANTS |
| The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible. |

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| **CRITERIA** | **METHOD OF ASSESSMENT** |
| EQUALITY AND DIVERSITY | |
| We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work. | |
| **KNOWLEDGE:**  Of supporting pupil learning  To be familiar with the Curriculum, age range expectations and attainment of progress levels  To be familiar with testing and examination methods and statutory frameworks  Understanding of teaching strategies and techniques | Application Form/ Interview/ Certificate/Test (delete as applicable) |

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| **QUALIFICATIONS:**  GCSE – English and Maths (grade c or above)  Or national equivalent qualifications recognised by NARIC  Teaching Assistant – Level 3  HLTA status (certificate) | Application Form/ Interview/ Certificate/Test (delete as applicable) - Essential |
| **EXPERIENCE:**  Demonstrate working within an Inclusive Primary school setting  Working with and supporting SEND pupils  A range of classroom settings including small groups and whole classes  Supervision of allocated staff | Application Form/ Interview/ Certificate/Test (delete as applicable) - Essential |
| **SKILLS AND ABILITIES:**  To supervise other classroom based support staff  Good level of communication, listening and organisation  To work with a range of professionals  To relate to people of all backgrounds  To have the ability to cope with challenging situations  To be flexible  To acquire further skills through training | Application Form/ Interview/ Certificate/Test (delete as applicable) - Essential |
| **PERSONAL STYLE AND BEHAVIOUR:**  To be approachable  To be sensitive to others  To build resilience  To be professional | Application Form/ Interview/ Certificate/Test (delete as applicable) - Essential |
| **OTHER SPECIAL REQUIREMENTS:**  Willingness to work outside of the overall remit of the job description | Application Form/ Interview/ Certificate/Test (delete as applicable) - Desirable |