

Job Description

Title of post	HLTA
Salary	Grade G SCP13-18 FTE £30,023 - £32,578 Actual Salary £20,869 - £22,645
33	30 hours per week, term time only plus 1 week 8:30am – 3:30pm Monday-Friday
Line manager and responsible for reviews	Headteacher/Member of Senior Management Team

Purpose of the Post

- Work within the NSAT Conditions of Service
- Support and promote the ethos, policies and development plan of the Academy/Trust
- Take part in performance management procedures within the Academy/Trust
- Attend and contribute to appropriate professional development meetings and training activities
- Undertake whatever other duties might reasonably be requested by the Head of Academy or Line Manager subject to appropriate competence and training

Main Duties/Responsibilities

General Responsibilities

- Personalise individual student learning and monitor effectiveness
- Contribute to the identification of barriers to learning for individual students and provide them with a range of strategies for overcoming barriers
- Advise, guide and support students with general learning, welfare and behavioural issues with special emphasis on those students with SEMH needs
- Challenge, motivate students, promote and re-inforce self-esteem and confidence building
- Know how to obtain support and report concerns
- Be responsible for promoting and safeguarding the welfare of students
- Be aware of and comply with policies and procedures relating to child protection, security and confidentiality, reporting all concerns to an appropriate person
- Assist in the development and implementation of appropriate behaviour management strategies both across school and for individual students
- Contribute effectively to the selection and preparation of teaching resources that meet the diversity of students' needs and interests
- Provide objective and accurate reports to other staff on students' achievements, progress and other relevant matters
- Be responsible for maintaining and updating records as agreed with other staff, contributing to reviews of systems/records as required
- Be responsible for managing and implementing own scheduled timetable
- Manage and assist whole classes where required
- Liaise sensitively and effectively with parents/carers with regard to their role in student achievement



We are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All successful staff will undertake an Enhanced Disclosure and Barring Service Check. The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Intermediate Threshold Fluency Duty Required:

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the Intermediate Threshold Level. The post holder should demonstrate they can:

- Express themselves fluently and spontaneously with minimum effort.
- Explain difficult concepts simply without hindering the natural smooth flow of language.

Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in school.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the role in relation to the post holder's professional responsibilities and duties.