



**Bousfield Primary School**  
**South Bolton Gardens**  
**London SW5 0DJ**  
**020 7373 6544**

**Headteacher: Jane Griffiths**

**[info@bousfield.rbkc.sch.uk](mailto:info@bousfield.rbkc.sch.uk)**

## **Job Description**

### **Purpose of the Role**

The New Arrivals HLTA will ensure that any pupil joining the school outside of standard transition points is welcomed, assessed and supported to settle quickly both academically and socially. The role provides targeted support for pupils with limited English proficiency, ensures effective communication with families and previous schools and coordinates with staff to secure strong pastoral and academic outcomes.

This is a **new role at Bousfield**. We are excited to support the successful candidate in developing the role to best meet the needs of our pupils. **Full training and support will be provided at all stages** to ensure the HLTA is confident and effective in delivering this important work.

### **Key Responsibilities**

#### **1. Initial Welcome and Induction**

- Meet each new pupil and their family on arrival.
- Provide a warm introduction to school routines, expectations and key staff.
- Ensure that pupils have essential resources such as timetables, equipment and visual supports.

#### **2. Baseline Assessment**

- Carry out initial assessments of reading, writing, mathematics and oral language.
- Complete an English language proficiency assessment for pupils with EAL at early acquisition stages.
- Record assessment information clearly and share it promptly with relevant staff.

#### **3. Academic Catch Up and Intervention**

- Identify gaps in learning and plan short-term catch up programmes for reading, writing, maths or language development.
- Deliver small-group or one to one intervention sessions as required.
- Monitor progress and adjust provision based on ongoing assessment.

#### **4. EAL Support**

- Provide structured support for pupils with English as an Additional Language, especially those at early acquisition stages.
- Create or source visual materials, vocabulary lists, sentence frames and language scaffolds.
- Work with class teachers to ensure classroom instructions and tasks are accessible.

#### **5. Pastoral and Social Integration**

- Support children in forming friendships and adjusting to school life.
- Observe pupils in class and unstructured times to identify emotional, social or behavioural needs.
- Liaise with pastoral staff, SENCO, DSL and class teachers where appropriate.

#### **6. Liaison With Other Agencies and Staff**

- Communicate relevant background information to teaching and inclusion staff.
- Liaise with mental health leads, refugee support teams or external agencies when relevant.
- Ensure pupils eligible for Free School Meals or Pupil Premium are identified and supported.

#### **7. Family Engagement**

- Meet parents and carers to explain school expectations, routines and support.
- Signpost families to services such as uniform support, translation or community groups.
- Maintain professional and supportive contact with families during the settling in period.

#### **8. Liaison With Previous Schools**

- Contact previous schools to gather records, assessments and safeguarding or SEND information.
- Record key information and share it with relevant staff.

#### **9. Record Keeping**

- Maintain clear records of assessments, interventions, communications and actions.
- Track each new arrival's progress over the first twelve weeks.

#### **10. Classroom Cover**

- Provide short-term classroom cover for ad-hoc absence, meetings or training.
- Deliver lessons set by the class teacher and maintain positive behaviour.
- Ensure learning continues smoothly during the cover period.

- Provide brief feedback to the class teacher afterwards.

## **11. Professional Responsibilities**

- Maintain confidentiality at all times.
- Participate in relevant training such as EAL, trauma-informed practice, safeguarding or assessment training.
- Work under the direction of SLT, phase leaders and SENCO while using professional judgement in day-to-day duties.
- **Be open to developing the role over time**, taking guidance and training from senior staff to continuously improve practice.