



## EDWARDS HALL PRIMARY SCHOOL

### HLTA Job Description

<b>Job Title</b>	HLTA
<b>Grade</b>	Level 6 point 13-20
<b>Reports to</b>	Class teacher, Inclusion Leader, Headteacher
<b>Liaison with</b>	Teaching staff, Support staff, Headteacher, pupils.
<b>Job Purpose</b>	<ul style="list-style-type: none"> <li>● To undertake work and responsibilities in line with Standards for Higher Level Teaching Assistants.</li> <li>● To contribute to planning, preparing and delivery of agreed work and support programmes to individual or groups of pupils.</li> <li>● Under an agreed system of direction and supervision carry out timetabled PPA cover for teachers or cover teacher absence.</li> <li>● To work in partnership with class teachers to organise and support teaching and learning activities for classes.</li> <li>● To undertake specified work to with individuals, groups and whole classes assist pupils with individual learning needs and to support their learning in line with the national curriculum, codes of practice and school policies and procedures.</li> <li>● Direct the work, where relevant, of other adults in supporting learning</li> </ul>
<b>Principal Accountabilities</b>	<p>Work with class teachers to raise the learning and attainment of pupils</p> <p>To cover and lead class teaching as and when appropriate</p> <p>Promote pupils' independence, self-esteem and social inclusion</p> <p>Give support to pupils, individually or in groups, so they can access the curriculum take part in learning and experience a sense of achievement</p>
<b>Duties</b>	<ul style="list-style-type: none"> <li>● To support and uphold the school's vision and values</li> <li>● Interact with, and support pupils, according to individual needs and skills to learn as effectively and independently as possible both individually and in small groups</li> <li>● Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate</li> <li>● Establish positive relationships with pupils supported</li> <li>● Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher</li> <li>● Support pupils with activities which support literacy and numeracy skills</li> <li>● Support the use of IT in the classroom and develop pupils' competence and independence in its use</li> </ul>

- To attend to pupils' personal needs including help with social, welfare, care and health matters
- Attend to physical needs of pupils e.g. toileting, personal hygiene and attending to changing of soiled or damaged clothing.
- Promote positive pupil behaviour in line with school policies and help keep pupils on task
- Participate in planning and evaluation of learning activities with the teacher, writing reports and records as required
- Assist with the development and implementation of ISPs and EHC Plans where appropriate
- Observe, question, assess, monitor and record pupil progress, responses and learning achievements, identifying any problems which cannot be resolved easily to the attention of the teacher
- Assist the teacher and other staff in the implementation of care programmes
- To support learning by selecting appropriate resources/methods to facilitate agreed learning activities
- To assist with the preparation, maintenance of materials and resources
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate
- To assist with the display and presentation of pupils' work
- To supervise pupils for limited and specified periods including break-times when the postholder should promote social interaction and facilitate games and activities
- To assist with escorting pupils on educational visits
- To assist pupils during activities e.g. swimming, PE

### **Planning**

- Plan and prepare lessons with teachers and independently, participating in all stages of the planning cycle, including in lesson planning, evaluating and adjusting lessons/work plans.
- Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupil need.

### **Teaching and Learning**

- Within an agreed system of supervision and within a predetermined lesson framework, teach whole classes.
- Provide detailed verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour, to teachers and pupils.
- Motivate and progress pupils' learning by using clearly structured, interesting teaching and learning activities.
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- Promote and support the inclusion of all pupils, including those with specific needs, both in learning activities and within the classroom.
- Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others
- Plan and prepare lessons with teachers, participating in all stages of the planning cycle, including in lesson planning, evaluating and adjusting lessons/work plans.

	<ul style="list-style-type: none"> <li>● Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupil need.</li> <li>● Organise and safely manage the appropriate learning environment and resources</li> </ul> <p><b><u>Monitoring and Assessment</u></b></p> <ul style="list-style-type: none"> <li>● With teachers/Inclusion Leader evaluate pupils' progress through a range of assessment activities.</li> <li>● Assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.</li> <li>● Monitor pupils' participation and progress and provide constructive feedback to pupils in relation to their progress and achievement.</li> <li>● Assist in maintaining and analysing records of pupils' progress.</li> <li>● Contribute to programmes of observation and assessment as planned by the teacher/Inclusion Leader and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>● To understand and apply school policies in relation to health, safety and welfare</li> <li>● Attend relevant training and take responsibility for own development</li> <li>● Attend relevant school meetings as required</li> <li>● To respect confidentiality at all times</li> <li>● To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <li>● To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>● Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>● The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> </ul> <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>

## LSA Personal Specification

<b>Knowledge/Experience</b>	D- desirable E- essential	
Knowledge of child development	E	Application form – references – interview
Understanding of effective teaching methods	E	Application form – references – interview
A minimum of two years' experience of working with children (either paid or unpaid capacity) preferably in an education setting.	E	Application form – references – interview
An awareness of health and safety and hygiene	E	Application form – references - interview
Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support	E	Application form - interview
Knowledge and experience of planning and leading learning activities for a group or class of children	E	Application form- references - interview
Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice	E	Application form- references - interview
Experience of the supporting individual learning targets and supporting with the review process, planning activities to meet these	E	Application form – references-intervie w
Experience of differentiating learning to ensure that personalised outcomes are met	E	Application form - interview
<b>Qualifications</b>		
Meet HLTA standards or equivalent qualification or experience.	E	Application form – references – interview
Literacy and Numeracy (GCSE Level C+ or equivalent)	E	Application form
<b>Skills</b>		
Effective oral and written communication skills.	E	Application form – references - interview
Physical fitness appropriate to the tasks in the job description	E	Application form – references - interview

Good organisational and time management skills	E	Application form – references
Sound IT skills	E	Application form – references
Understanding of behaviour management strategies	E	Application form – references
Ability to follow instructions and communicate effectively with all members of the school community including parents	E	Application form – references
Be able to observe, question, assess and record each child's progress, with the support of the class teacher	E	Application form – references -interview
Patience and an ability to work towards deadlines even under pressure	E	Application form – references
An ability to respond calmly to emergencies.	E	Application form – references
<b>Personal Qualities</b>		
Effective time management	E	Application form – references
Motivate, inspire and have high expectations of pupils	E	Application form – references
Ability to adapt quickly and effectively to changing circumstances/situations	E	Application form – references
Be able to display total confidentiality, honesty, integrity and reliability	E	Application form – references - interview
Ability to use initiative to deal with challenges that the job can present	E	Application form – references - interview
A willingness to be helpful and support staff and school in practical ways	E	Application form – references
Work effectively as part of a team and contribute to group thinking, planning etc.	E	Application form – references
Willingness to attend to physical needs of pupils e.g. toileting	E	Application form – references
Awareness of, and commitment to, safeguarding pupil's wellbeing and equality	E	Application form – references

A sense of humour and affable nature	E	Application form – references - interview
Be prepared to develop and learn in the role and a willingness to undertake training	E	Application form – interview
Willingness to work flexible hours if required	E	Application form – interview