



ROXETH PRIMARY SCHOOL

Job Description- HLTA

Job Title:	HLTA	Job Category:	Support Staff
Responsible to:	Head Teacher	Supervisory Responsibility:	None
Location:	Roxeth Primary School	Position Type:	Permanent, term time only plus INSET days
Grade/Salary:	G5, Point 17 - 20	Hours per Week:	32.5
Enhanced DBS and Barring List check to be undertaken	Yes	Work Pattern (this could be subject to change):	TBA
HR Contact:	Kelly Coulson	Date Posted:	27/03/2024

Applications Accepted By:

EMAIL:

kcoulson.310@lgflmail.org

POST:

Mr S Deanus
Roxeth Primary School

Job Description

MAIN PURPOSE OF JOB

All HLTAs promote and facilitate access to learning for pupils, and work under an agreed system of supervision by management. They also provide general support to the teacher in the management of the pupils learning and behaviour expectations. Under the direction of the teacher, they assist to upkeep and develop the classroom environment and class systems. As well as this HLTAs work will be supporting the delivery of/access to the curriculum with groups or individual children, as well as promoting the ethos of the school as a Rights Respecting environment.

PRINCIPAL DUTIES/RESPONSIBILITIES

HLTA – SUPPORT FOR PUPILS

1. Teach large groups or classes in the absence of the teacher
2. Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
3. Participate in comprehensive assessment of pupils to determine those in need of particular help.
4. Provide information and advice to enable pupils to make choices about their own learning/behavior/attendance.
5. Challenge and motivate pupils, promote and reinforce self-esteem.
6. Mark learning when appropriate, according to the marking policy.
7. Implement strategies as advised by the teacher, SENDCO or SLT

TEACHING ASSISTANT – SUPPORT FOR PUPILS

1. Supervise and support pupils ensuring their safety and access to learning



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2. Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
3. Promote the inclusion and acceptance of all pupils
4. Encourage pupils to interact with others and engage in activities led by the teacher
5. Be proactive and willing to provide 1-1 support for children with varying special educational needs and/or disabilities.
6. Be willing to create resources, with advice from the teacher or SENDCO, for children who are on alternative curriculums, or who need adapted learning.
7. Be willing to change nappies (where necessary).

HLTA – SUPPORT FOR THE TEACHER

1. Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons / work plans as appropriate
2. Record progress and achievement in lessons / activities systematically and provide evidence of range and level of progress and attainment.
3. Work with our Behaviour Policy to anticipate and manage behaviour constructively, promoting self-control and independence.
4. Verbal and written feedback given to teachers (if required) for parent's evenings or reports.
5. Occasional production of lesson plans, worksheets and plans if required.
6. Marking – following the policy

TEACHING ASSISTANT – SUPPORT FOR THE TEACHER

1. Work proactively with the teacher to establish an appropriate learning environment
2. Provide detailed and regular written and oral feedback to teachers on pupils' achievement, progress, problems etc.
3. Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour in class, in the playground and at lunchtime if required.
4. Provide clerical / administrative support e.g. photocopying, removing displays, typing, organising files, collecting money etc.

HLTA – SUPPORT FOR THE CURRICULUM

1. Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupils responses / needs
2. Deliver local and national learning strategies e.g. English, Maths, early years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills
3. Use ICT effectively to support learning activities and develop pupils' competence and independence in its use
4. Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural background
5. Advise on appropriate deployment and use of specialist aid / resources / equipment

TEACHING ASSISTANT – SUPPORT FOR THE CURRICULUM

1. Be prepared to utilise resources and online technology to support pupils where needed.



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2. Prepare and maintain equipment / resources as directed by the teacher and assist pupils in their use

HLTA – SUPPORT FOR THE SCHOOL

1. To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
2. Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils
3. Ensure that safeguarding duties are upheld and the safeguarding of a child is always acted on as directed by the school's safeguarding procedures.

TEACHING ASSISTANT – SUPPORT FOR THE SCHOOL

1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
2. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
3. Contribute to the overall ethos / work / aims of the school
4. Attend relevant meetings as required
5. Participate in training and other learning activities and performance development as required
6. Accompany teaching staff and pupils on visits and out of school activities as required.
7. Assist with the supervision of pupils out of lesson times, including before and after school, at lunchtimes and play times as required.
8. Any other relevant duties as instructed by the SLT or SENDCO.

The above is not an exhaustive list of duties and the post holder will be expected to perform different tasks as necessitated by the changing role within the organisation and the overall business objectives of the organisation.

Reviewed By:

Steve Deanus, HT

Date:

March 2024

Roxeth Primary School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of all children and expects its employees to share this commitment.