

JOB TITLE:	HLTA
RESPONSIBLE TO:	Class Teacher/Senior Leadership Team
EMPLOYEE SUPERVISION:	Teaching Assistants

Purpose of Post:

- To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.
- Planning, preparing and assessing, recording and reporting on pupils' achievement, progress and development.
- Responsible for the management and development of a specialist area, as required, within the school and/or management of other teaching assistants including allocation and monitoring of work, appraisal and training.
- Lead on discrete areas – responsible for design and delivery of support requiring advanced level of knowledge in Science and Maths
- Under an agreed system of supervision: take a lead role within the school to address the needs of pupils who need particular help to overcome barriers to learning.

Key Areas:

- Support for pupils
- Support for the Teachers
- Support for the Curriculum
- Support for the School

Duties and Responsibilities:

Support For Pupils

1. Assess the needs of pupils and use detailed knowledge and specialist skills to support pupil's learning.
2. Establish productive working relationships with pupils, acting as a role model and setting high expectations.
3. Assist the teacher with the development and implementation of Individual Education/ Behaviour/ Support/ Mentoring plans.
4. Undertake comprehensive assessments of pupils to determine those in need of particular help.
5. Provide information and advice to enable pupils to make choices about their own learning/behaviour/ attendance.
6. Provide feedback to pupils in relation to progress, achievement, behaviour and attendance.
7. Promote the inclusion and acceptance of all pupils within the classroom.
8. Support pupils consistently whilst recognising and responding to their individual needs.
9. Attend to pupils' personal needs and provide advice to assist in their social, health and hygiene development.
10. Encourage pupils to interact and work cooperatively with others and engage all pupils in activities.
11. Promote independence and employ strategies to recognise and reward achievement of self-reliance.
12. Use specialist skills/ training/ experience to support pupils.
13. Take a lead role in managing and delivering pastoral support to pupils and provision of support for pupils with special needs.
14. Manage the supervision of pupils excluded from, or otherwise not working to, a normal timetable.

15. Arrange and develop 1:1 mentoring arrangements with pupils and provide support for distressed pupils.
16. Challenge and motivate pupils, promote and reinforce self-esteem.

Support for Teachers

17. Organise and manage appropriate learning environment and resources.
18. Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/ work plans as appropriate
19. Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
20. Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
21. Record progress and achievement in lessons/ activities systematically and providing evidence of range and level of progress and attainment.
22. Take lead role in the department and implementation of appropriate behaviour management strategies and monitoring of systems relating to attendance and integration e.g. registration, truancy, pastoral system etc.
23. Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self control and independence.
24. Administer and assess/ work tests and invigilate exams/ tests related to the specialist subject.
25. Production of lessons plans, worksheets, plans etc.
26. Be responsible for creation and maintenance of purposeful, orderly and productive working environment.
27. Undertake marking of pupils work with specialist area and accurately record achievement/ progress.
28. Manage records, processes, information and data, producing analysis and reports.
29. Promote and ensure the health and safety and good behaviour of pupils at all times.
30. Undertake marking of pupils work with specialist area and accurately record achievement/ progress.
31. Manage liaison with feeder schools and other relevant bodies to gather pupil information.
32. Support pupils' access to learning using appropriate strategies, resources etc.
33. Work with other staff in planning, evaluating and adjusting learning activities as appropriate.
34. Monitor and evaluate pupils' responses and progress against action plans through observation and planned recording.
35. Establish constructive relationships with parents/ carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links.
36. Administrative support e.g. dealing with correspondence, compilation/ analysis/ reporting on attendance, exclusions, making phone calls etc.

Support for the Curriculum

37. Deliver learning activities to pupils within agreed system of supervision in specialist area and adjusting activities according to pupil responses/ needs.
38. Deliver local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.
39. Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
40. Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.
41. Advise on appropriate deployment and use of specialist aid/ resources/ equipment.
42. Be responsible for maintenance/ quality/ safety of specialist equipment.
43. Provide highly specialist advice and guidance as required.
44. Implement agreed learning activities/ teaching programmes, adjusting activities according to pupil responses/ needs.
45. Actively seek information regarding, and utilise, the range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning.
46. Determine the need for, prepare and use specialist equipment, plans and resources to support pupils.

Support for the school

- 47. Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- 48. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- 49. Contribute to the overall ethos/ work/ aims of the school.
- 50. Establish constructive relationships and communicate with other agencies/ professionals, in liaison with the teacher, to support achievement and progress of pupils.
- 51. Attend and participate in regular meetings.
- 52. Participate in training and other learning activities as required.
- 53. Recognise own strengths and areas of expertise and use these to advise and support others.
- 54. Be responsible for the provision of out of school learning activities within guidelines established by the school.
- 55. Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.

Line management responsibilities where appropriate

- 56. Manage other teaching assistants.
- 57. Liaise between managers/ teaching staff and teaching assistants.
- 58. Hold regular team meetings with managed staff.
- 59. Represent teaching assistants at teaching staff/ management/ other appropriate meetings.
- 60. Undertake recruitment/ induction/ appraisal/ mentoring for other teaching assistants

General

- 61. To undertake any other duties, commensurate within the grade, at the discretion of the Principal
- 62. Be familiar and comply with all relevant Health and Safety, Operational, Personnel, Child Protection,
- 63. To develop & promote high standards throughout the School.

Other

- 64. Ensure equality of opportunity is afforded to all persons both internal and external to the authority, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.

Date Job Description Revised:

By whom: