

# **SPROTBROUGH ORCHARD INFANT SCHOOL**

## **Job Description HLTA (SCALE 6)**

**Responsible To:** Headteacher, class teachers and the governing body

All HLTAs must uphold the standards of personal and professional conduct at all times, ensuring honesty and integrity prevails in every situation. HLTAs must maintain appropriate professional boundaries and respect the unique position of trust as a HLTA at all times.

### **OVERALL RESPONSIBILITY / MAIN PURPOSE OF THE POST**

- To work under the instruction and guidance of teaching staff, to implement agreed programmes of work with individuals/groups, in or out of the classroom.
- To cover short term teacher absence and to cover for planned PPA time.
- To complement the work of class teachers across school by planning, preparing and delivering agreed learning activities under the supervision and guidance of teachers and senior leaders
- To provide appropriate one-to-one support for an individual child or support for a small group of children
- To contribute to the safeguarding and promotion of the welfare and personal care of the children with regard to the Every Child Matters agenda and Child Protection Procedures (as detailed in the school's Child Protection policy and the staff handbook)

### **Main Duties**

1. To cover for teacher's PPA including lesson planning, delivery and marking and ensure accurate recording of achievements and progress.
2. Deliver appropriate intervention to individuals and identified groups of children that may include local and national learning strategies
3. Make effective use of opportunities provided by other learning activities to support the development of pupils' skills
4. To assist the teacher in the raising of attainment by ensuring that all pupils have equal opportunity to fulfil their full potential
5. Work as a member of the team to ensure a high standard of education provision for pupils

### **Supporting Teachers**

1. Work effectively with teaching staff in contributing to the quality of teaching and learning
2. Manage the learning of a class when covering a teacher's PPA or short term absence by ensuring established routines and expectations are followed
3. Liaise with teaching staff when covering PPA or a teacher's short term absence to ensure planning is effective and meets the needs of the children, enabling them to make progress
4. After liaison and guidance from the teacher - support and complement the teaching by:
  - Drawing on knowledge and experience when contributing to discussions about

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- children's learning and using this information to inform planning
  - Drawing on knowledge and experience when addressing children's misconceptions and adjusting teaching in response to children's emerging needs
  - Using strategies to support children to achieve their learning goals
  - Preparing practical resources to support teaching and learning such as apparatus, folders, name cards and worksheets (including photocopying, laminating)
  - Helping the teacher create and maintain a purposeful, orderly and stimulating environment
  - Assisting with the preparation of classroom and central displays, including mounting work in line with the school's policy on display and mounting
5. Support the teacher in assessing children's learning and further needs by observing children and providing feedback to the teacher about the progress children make and about problems that arise or difficulties children experience; follow the school's marking policy and file children's finished work
  6. Follow the school behaviour policy, using agreed strategies to promote positive behaviour and use agreed sanctions as/when described in the policy
  7. Set a good example in terms of personal presentation, attendance and punctuality
  8. Under the guidance of the teacher assist in maximising the use of ICT in the learning process

### **Supporting Children**

1. Work collaboratively with the teaching staff and support staff to:
  - Assist in children's physical, social, emotional and behavioural development and learning
  - Assist with the development and implementation of SEN Support Plans/Learning support Plans/Behaviour Plans/Personal Care Programmes/Healthcare Plans
  - To provide learning support for pupils, to help them learn effectively as individuals, in groups or whole class situations.
  - To encourage pupils to interact and work co-operatively with others and promote independence, confidence and self esteem
  - To provide feedback to pupils in relation to progress and achievement
2. To establish constructive working relationships with pupils, setting high expectations and acting as a positive role model and foster enjoyment, enthusiasm and independence in learning.
3. To promote inclusion and contribute to the development of confident, caring pupils who show a sense of responsibility and pride in themselves and the school.
4. To be responsible for promoting and safeguarding the welfare of children and young people within the school.
5. Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds

### **Supporting the School**

1. Develop effective professional relationships with all key stakeholders including colleagues/parents/partners/external bodies and the wider community.

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2. Demonstrate consistent high standards of personal and professional conduct, acting within the statutory frameworks which set out their professional duties and responsibilities and make a positive contribution to the wider life and ethos of the school
3. Assist in the provision of a welcoming, stimulating environment and the smooth running of the school.
4. Manage records, information and data producing analysis and reports
5. Understand school aims/ethos and know how to put into practice
6. Understand and follow all school policies, including Safeguarding, Child Protection, Confidentiality, Data Protection, Social Media
7. Work with the teaching staff and support staff to supervise children at playtimes in accordance with the duty rota and be available to cover the duties of other support staff in their absence; Be responsible for administering first aid in accordance with the duty rota
8. Accompany classes as required on educational visits
9. Undertake duties of a HLTA as specified within the school
10. Carry out any other tasks that are reasonably determined duties and responsibilities within the grading of the post.

### **Supporting Health and Safety**

1. Undergo Paediatric First Aid training and update courses at the direction of the Headteacher
2. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
3. Co-operate on all issues to do with Health, Safety & Welfare
4. Follow all school procedures with regard to accident reporting, first aid treatment, following school safety rules and routines.

### **Continuing Professional Development**

1. In conjunction with the Headteacher, take responsibility for personal professional development, keeping up-to-date with school policies, routines and procedures
2. Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available
3. Keep up to date with computing skills and use of the latest technology for use in the classroom

### **Other specific responsibilities will be discussed and agreed on appointment and as part of annual professional reviews in order to meet the needs of the school.**

The Post holder's duties must be carried out in compliance with the school's policies and procedures including child protection procedures, the Health and Safety at Work Act (1974), and subsequent health and safety legislation. This job description will be reviewed annually 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 school in relation to the post holder's professional responsibilities and duties. These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to

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undertake other reasonably determined duties and responsibilities that are commensurate with the level of the post.

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