



JOB DESCRIPTION 2022

DEPARTMENT/SCHOOL:	St Elphin's CE Primary School
POST TITLE:	HLTA
Grade:	Grade 6
JE Ref:	K579
Hours:	Full Time 37 hours (excluding lunch) Term Time + 1 week 8am - 4pm Monday-Thursday / 3.30pm Friday
REPORTS TO:	Headteacher
Supervisory responsibility	The postholder may be responsible for the deployment and supervision of the work of others relevant to their responsibilities

MAIN PURPOSE OF THE JOB

To work with and supervise individuals / groups of children and whole classes under the direction/instruction of teaching &/or SLT, inclusive of contribution and development of lesson plans, delivery and assessment, enabling access to learning for all pupils and support in classroom management and behaviour techniques.

JOB PROFILE

SUPPORT FOR THE PUPIL – following direction of the teacher or senior staff

- Promote inclusion and acceptance of all pupils
- Provide consistent support to all pupils, responding appropriately to individual pupil needs.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedure.
- Lead whole class learning in the absence of the teacher or when covering PPA / planned teacher absence.

SUPPORT FOR THE CURRICULUM: following direction of the teacher or SLT

- Support and challenge all pupils appropriately to ensure they achieve and progress well.
- Have a good working knowledge of the National Curriculum and can plan and deliver this effectively across EYFS, Key Stage 1 and 2.
- Carry out whole class teaching, including planning and assessing children's progress across the primary phase in subjects across the curriculum.
- Have high expectations of all children and an ability to inspire children in their learning
- Work well both with colleagues as a proactive team member and independently, showing motivation and a positive attitude
- Have a clear understanding of safeguarding and confidentiality
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Establish a clear framework for pupil discipline, anticipate and manage pupil behaviour constructively, promoting self-control and independence, in line with established school policy.
- Support the role of parents in pupil's learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Have a good understanding and be able to effectively meet the needs of all children including those with additional needs.
- Use ICT effectively in learning activities and develop pupils' competence and independence in its use.
- Act on a genuine desire to make a difference in the lives of young children

SUPPORT FOR THE SCHOOL

- Comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned). Complete CPOMS and follow up in line with the School's Safeguarding Policy.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the school as part of the Christian community.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils taking the initiative to develop appropriate multi-agency approaches.
- Attend and participate in regular meetings as appropriate.
- Participate in training and other learning activities as required
- Establish own best practice and lead specialist area and use to support others.
- Assist with the planning of opportunities for pupils to learn in out-of-school contexts, according to school policies and procedures and within working hours.
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend in school activities.
- Contribute to the overall ethos, work, and aims of the school as part of the Christian community.
- Maintain strong positive behaviour management in line with Schools behaviour policy and procedures.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Postholder's Signature:		Date:	
Headteacher's Signature:		Date:	

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