

## Job Profile

<b>Job Title:</b>	<b>HLTA</b>
<b>Job No.:</b>	<b>CAT0005SJS</b>
<b>Reports to:</b>	<b>Headteacher</b>
<b>Location:</b>	<b>Based at Stamshaw Junior School, Portsmouth but required to work at any academy where business is conducted that is within reasonable distance.</b>

### Function of the post:

To provide regular cover and in the event of short-term absence, the post holder will supervise classes across all year groups. In addition, there will be a requirement to contribute to the maintenance of effective academy administration and take responsibility for a learning area beyond the classroom.

### Principal Accountabilities:

1. With high standards of expectation, teach lively and engaging lessons from existing plans, responding to pupils needs accordingly and in line with Academy policy.
2. Promoting positive values and attitudes, manage the behaviour of pupils under your supervision at all times, in line with the Academy's Behaviour Policy.
3. Provide feedback to the classroom teacher, both verbally and through annotated lesson plans, regarding the pupils' progress and the conduct of the lesson.
4. Mark and return to the relevant teacher, all work completed during the period of cover in compliance with the Academy's Assessment Policy.
5. Deal with any immediate problems or emergencies according to the relevant Academy's policies and procedures.
6. Take responsibility for the safeguarding of pupils in line with the Academy's Safeguarding Policy, reporting incidents and issues as appropriate.
7. Attend meetings and training sessions as required and directed by your line manager.
8. Contribute and actively engage in extra-curricular activities, e.g. open days, presentation evenings, as agreed with your line manager.
9. During the period that you are not required to undertake Cover Supervision you will be involved in a range of duties that contribute to the effective operation of the academy, as agreed with your line manager.

### Other duties:

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you. Therefore, the list of duties in this job profile should not be regarded as

exclusive or exhaustive. Please note that, in consultation with you, University of Chichester Academy Trust ('the Trust') reserves the right to update your job profile to reflect changes in, or to, your post.

**Equality and Inclusion:**

We believe that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. We are committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation, and to support this the Academy has a number of policies that you should ensure you are familiar with and compliant to. All policies are available from your line manager. Any breaches may lead to termination of employment.

**Right to Work:**

British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK. For further guidance and information contact the Academy's HR contact.

**Health & Safety:**

To ensure an effective and safe environment that promotes the welfare of children and staff, you will take responsibility to be aware of the risks in the work environment and their potential impact on your own work and that of others. You should familiarise yourself with the Academy's Health and Safety policies.

**Sustainability and Environment:**

The University of Chichester Academy Trust is committed to sustainable development and environmental initiatives and supports the Academy in continuously seeking to find ways to improve its environmental performance. Staff are required to support these aims.

**Data Protection:**

You will be responsible for ensuring that workplace responsibilities are carried out in compliance with the requirements of the Data Protection Act and the Employment Practices Data Protection Code 2002, especially concerning confidentiality, treatment of personal information and records management.

**Safer Recruitment:**

The University of Chichester Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

Staff will be subject to a satisfactory Disclosure Service certification as part of the recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs)

### Principal Attributes and Person Specification:

Essential requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated or equivalent qualifications and experience.

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

	<b>Essential</b>	<b>Desirable</b>	<b>Evidenced through</b>
<b>Knowledge and Qualifications</b>	<p>GCSE C or above in English and Maths</p> <p>Knowledge of the working of a primary school and primary national curriculum</p> <p>A good understanding of the principles, strategies and practices for effective child learning and development</p>	HLTA	Application Documentary Evidence Interview
<b>Skills</b>	<p>Organisation, time management and analysis skills that enable effective interpretation and delivery of predetermined plans to maintain the continued quality of pupil learning and development within the timescales required</p> <p>Interpersonal and communication skills, both written and verbal</p> <p>ICT skills that enable enhanced delivery of pupil learning and supports administrative duties</p> <p>Developed skills to motivate and stimulate learning and ensure appropriate pupil behaviour</p>		Application Interview References
<b>Experience</b>	<p>Experience of working with children, ideally in a primary setting</p> <p>Experience of effective teaching to pre-determined plans</p>	<p>Acting as liaison with parents and carers, or other external agencies</p> <p>Relevant and current experience of being a successful Cover Supervisor or equivalent</p>	Application Interview References
<b>Personal attributes</b>	<p>Flexible to the changing needs of the Academy, with a strong working ethos and a high level of commitment to the school, its improvement, its ethos and its values</p> <p>Able to work on own initiative whilst recognising the importance of working with colleagues as a team member</p> <p>Adaptable and sensitive when dealing with challenging situations, with the ability to be reflective and self-critical and to respond to feedback</p> <p>Promote and support positive and high standards of behaviour</p> <p>Resilience to manage the demands of the post</p>		Interview References