



Job Description: HLTA

Grade: F to G depending on experience

Hours: 30 hours a week

General Duties:

- To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This will involve planning, preparing and delivering learning activities for individuals/groups or whole classes and monitoring pupils to assess, record and report on pupils' progress
- To carry out the professional duties set out in the 'HLTA Standards' DfE
- To liaise, direct and manage support staff as appropriate
- To liaise and communication with staff, parents/carers
- To be responsible to the Deputy Head

Main responsibilities of the role

- To deliver whole class learning on a short term basis to release a class teacher for PPA or other non-contact time. This will be on a regular timetable and could include EYFs, Key Stage 1 or Key Stage 2.
- To deliver whole class learning to any class across the Primary Phase to provide cover, as needed, for non-contact time, PPA, CPD or staff absence.
- To work effectively with teaching staff, support staff, pupils and families to ensure a high level of communication, teaching and progress.

The above areas are broken down further below.

To deliver whole class learning on a short term basis to release a class teacher for PPA or other non-contact time. This will be on a regular timetable across the Primary phase

To delivery whole class learning you will:

- Have regular planning time to plan your regular cover lessons
- Liaise effectively with teaching staff to understand the needs of the class, the learning objective/outcome and to ensure good progress. This includes reporting back to teaching staff behaviour, progress, barriers to learning and any other relevant feedback
- To direct support staff in your HLTA capacity as needed
- To follow our SPA behaviour policy to implement effective behaviour management strategies for all pupils
- To have a good knowledge of the Primary curriculum
- To deliver whole class learning that may include following or adapting planning. This will also include some planning with support and supervision as needed.

To deliver whole class learning to any class across the Primary Phase to provide cover, as needed, for non-contact time, PPA, courses or staff absence.

- To be flexible and adaptable in covering classes with short notice across the Primary Phase, adhering to all of the above.



To work effectively with teaching staff, support staff, pupils and families to ensure a high level of communication, teaching and progress.

- To form effective relationships with the teaching staff, support staff, pupils and families of Swaffham Primary Academy.
- To have effective and high quality systems of communication in place
- To provide feedback to teaching staff and support staff regarding any progress, outcomes, behaviour and barriers to learning observed
- To work alongside teaching staff to understand the needs of all learners and the primary curriculum
- To direct support staff within the classroom, as required, when acting in the capacity of a HLTA delivering whole class learning sessions.

Agreed system of supervision

- Support and supervision, as needed, from teaching staff, subject leads, Head teacher, SENCo/Deputy Head
- To attend relevant school professional development, as required, to support and further your role as HLTA

Date agreed:

Employee's signature:

Head Teacher signature: