



AYLESTONE SCHOOL

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In Federated Partnership with Withington & Broadlands Primary Schools

FEDERATED SCHOOLS OF AYLESTONE SCHOOL, WITHINGTON PRIMARY SCHOOL AND BROADLANDS PRIMARY SCHOOL

JOB DESCRIPTION FOR HLTA – ASD Provision

JOB DESCRIPTION

Name:	Post:	Scale: 06HC (SCP 11-19) Commencing Scale Point 11
Accountable to: Assistant Headteacher/SENCO		
Main Purpose <ul style="list-style-type: none">• To work flexibly on a daily basis to support the additional needs of students at Aylestone under the instruction and guidance of the Assistant Headteacher/SENCO and where necessary, other members of staff• To cover a principal role reviewed on an annual basis from those listed below. This work may be in any subject area or age range• In addition to the principal role, all postholders at certain times during the year will be deployed to cover activities as listed, as and when necessary• To manage the achievement and behaviour of students, in accordance with the school policies• To ensure the safety of the students you are working with		
Main Duties and responsibilities		
Learning Support: If engaged in in-class support: <ul style="list-style-type: none">• Support students in accessing and understanding lesson objectives• Support the teacher in the identification and assessment of learning needs, adapting resources and delivery as appropriate• Support the teacher in the assessment, recording, and reporting of students' progress If engaged in additional bespoke support: <ul style="list-style-type: none">• Direct group activities within and away from the classroom including implementing 'catch up' programmes with targeted groups to support the success of the intervention.		
Academic Coach: <ul style="list-style-type: none">• Assist with the planning and preparation of materials and delivery of work for key assessments paying specific attention to getting underachieving students to target grade• Assist and monitor students' progress, using pupil tracking and liaising closely with subject teachers• Routine liaison with Subject Leaders to ensure all work meets subject requirements		

Cover Supervision:

- Liaise with the class teacher in order to understand what the learning activity is to be and what resources are required (e.g. worksheets, text books etc.) To ask questions of the teacher to ensure that you have a good understanding of what is required
- Clearly explain to students what the task is, and what is expected of them
What equipment will they need?
How much time do they have to do it?
What should they have completed by the end of the session?
- Issue resources and explain how they are to be used
- Collect the completed work and any issued materials from students and return them to the class teacher

Additional occasional activities:

- Exam invigilation and support of access arrangements
- Participating in trips and visits
- Participate in general school activity including assembly, break and lunch-time activities, sports day, as required
- Keep straightforward records including registers, report cards, SIMS listings etc
- Comply with all SIMS requirements for the situation
- Assist with the preparation and mounting of display activities

Supporting work related activities:

- Liaising with parents and / or carers, where directed, as required
- Carry out other duties as directed by the Headteacher or the Senior Leadership Team

Other responsibilities generic to all posts:

- Assist with meeting medical, personal, social and behavioural needs
- Facilitate the inclusion of students with special educational needs and their access to the curriculum
- Participate in the planning, delivery and evaluation of particular interventions with the teachers and SEN Co-ordinator, as appropriate
- Manage the behaviour of students, in accordance with the School Behaviour Policy, whilst they carry out the task explaining and clarifying tasks
- Assist with the planning and preparation of materials and delivery of the curriculum
- Adapting resources to suit learning needs
- Assist in the planning, preparation and clearing away of materials necessary for the delivery of the curriculum, including IT
- Ensure that necessary resources are available for the session
- Direct group activities within and away from the classroom
- Assist with the assessment of student's progress
- Modelling language use and extending student's explanations
- Using questioning to probe understanding and to extend student's thinking
- Promote the self-esteem, progress and independent learning of students
- Provide regular feedback to the teacher and, where relevant, the SENCO on the participation and progress of students
- Contribute to reviews of student progress as required
- Answer any general questions that the student may have about the tasks, giving any assistance

- Ensure that the learning environment is a positive one
- Support students by 1:1s within and away from the classroom
- Direct individual students within and away from the classroom including:
 - Implementing classwork 'catch up' programmes
 - Liaising with subject leaders to ensure classwork meets deadlines
 - Monitoring behaviour and attendance
 - Preparation for GCSE exams
 - Acting as a mentor for students' pastoral needs
- Support the ethos of the school and follow school routines and procedures
- Be aware of, and maintain, confidential issues as required
- Assist with the movement of students around the building and surrounding areas and with activities away from the classroom within and outside lesson time
- Be aware of and promote student's general welfare and follow the school's health and safety procedures
- Manage students whilst they enter and leave the classroom, in accordance with school policy and practice
- Ensure that you have a good knowledge of the school's safety policies e.g. what to do in case of a fire etc
- Use initiative, within school guidelines / practice, in dealing with incidents
- Support, as directed, links between home and school
- Liaise, as directed, with other professionals to support student's needs
- Refer to a senior colleague in the event of further guidance being required
- Communicate and work effectively with all staff
- Attend staff meetings, where required
- Raise any concerns at an early stage with the relevant member of staff or Assistant Headteacher
- Sharing good practice with others
- Support the teachers by close liaison on the needs of referred students
- Undertake designated administrative and clerical tasks, in order to support teaching and learning
- Comply with registering procedures and follow the APPL procedure
- Undertake a programme of induction and attend in-service training within and outside school as directed by the Headteacher
- Support student progress by keeping up to date with Continuing Professional Development (CPD)
- Carry out other duties as directed by the Headteacher

This Job Description covers the main duties and responsibilities of the job.

Other activities commensurate with this Job Description may from time to time be undertaken by the Job Holder

Conditions of service:

- This job description is subject to annual review or earlier if necessary and may be modified or amended after consultation with the post holder.
- The job description is not necessarily a comprehensive definition of the post and the post-holder may be required to undertake other commensurate activities appropriate to the level of the appointment as required by the Executive Headteacher.

- The nature of the post exposes the post holder to matters which may be sensitive and/or confidential. The post holder must respect any information of this kind with regard to students or staff and to be aware of their responsibilities as an employee with regard to the good name of the school(s).
- Governed by the School Teachers Pay and Conditions of Service 2008, supplemented by local conditions as agreed by Governors within school policy.

Equal opportunities

- The post holder will be expected to carry out all of their duties in the context of and compliance with the equality duties listed in the equality policy documentation held at the school(s).

Post-holder name:

Line manager name:

Post-holder signature:

Line manager signature:

Date:

Date: