



## JOB DESCRIPTION

### HLTA - English

<b>Salary Range:</b>	PASS Scale 5 [£23,194-£25,409] Pro-Rata Term Time Only
<b>Contract :</b>	Permanent, 35 hours per week, term time only
<b>Responsible to :</b>	Subject Leader Deputy Headteacher Headteacher

#### Main Purpose:

- To provide learning activities for classes under the professional direction of the class teacher / subject leader
- To ensure good behaviour and engagement of pupils in the learning activity
- The HLTA will be required to respond to pupils' general questions and give feedback to the teacher on broad issues such as behaviour and may be expected to contribute towards planning, preparation, delivery or assessment of pupils' progress and/or development

#### Main Activities - Teaching and Learning

- To deliver learning activities to pupils
- To supervise pupils whilst engaged in learning activities
- To ensure that learning objectives set by the teacher / subject leader are achieved
- To respond appropriately to questions raised by pupils
- To ensure inclusion and acceptance of all pupils in the class in order to promote equal opportunities
- To act as a role model and set high expectations of conduct to ensure that good behaviour is maintained
- Keep appropriate records, as agreed with the teacher / subject leader, to enable objective and accurate feedback to the teacher and pupils on conduct of the lessons
- To deliver first aid as part of the first aid team
- To deal with immediate problems and emergencies in accordance with the school's policies.

#### Support for the School:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- 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/aims of the school
- Establish constructive relationships and communicate with other agencies/professional, in liaison with the appropriate school staff, to support achievement and progress of pupils
- Attend and participate in meetings as directed
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Assist in the supervision, training and development of staff
- Supervise pupils on visits, trips and out of school activities as required
- All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working.