

Hady Primary School

Job Description – HLTA

The appointment is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document and any other current legislation.

This job description may be amended at any time following discussion between the Head teacher and member of staff, and will be reviewed regularly. The post holder is accountable to the head teacher and assistant head teachers.

Areas of Responsibility and Key Tasks

a) Planning, Teaching and Class Management, To:

Teach allocated pupils by carefully planning teaching to achieve progression of learning through:

- identifying clear learning objectives and specifying how they will be taught and assessed
- setting tasks which challenge pupils and ensure high levels of interest
- setting appropriate and demanding expectations
- setting clear targets, building on prior attainment
- identifying SEN or very able pupils
- provide clear structures for lessons maintaining pace, motivation and challenge
- developing a stimulating and challenging learning environment which secures effective learning both inside and outside the classroom, is organised and makes excellent use of display
- Make effective use of assessment to ensure children continue to make progress and lessons are pitched at an appropriate level
- Make the best use of time available and ensure that every lesson counts
- Monitor and intervene to ensure sound learning and discipline
- Use a variety of teaching methods matched to the children's particular learning styles and that encourage independent learning
- Use a variety of teaching methods to deliver content, structure information, present a set of key ideas and use appropriate vocabulary
- use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
- select appropriate learning resources and make effective use of ICT to enhance teaching and learning
- ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- Lead, organise and direct support staff, students or parental volunteers within the classroom
- evaluate their own teaching critically to improve effectiveness

b) Monitoring, Assessment, Recording, Reporting - To:

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- mark and monitor pupils' work and set targets for progress

- assess and record pupils' progress systematically using the school's assessment procedures and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving
- prepare and present informative reports to parents as well as ensuring that parents are continually well informed about their child's progress
- ensure parents play a leading role in their child's education

c) Other Professional Requirements - To:

- have a working knowledge of teachers' professional duties and legal liabilities
- operate at all times within the stated policies and practices of the school
- contribute to the implementation of the School Improvement Plan and associated action
- plans and support whole school initiatives
- support and contribute to the school's responsibility and commitment to safeguard children
- establish effective working relationships and set a good example through their presentation and personal and professional conduct
- endeavour to give every child the opportunity to reach their potential and meet high expectations
- contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school
- take responsibility for their own professional development and duties in relation to school policies and practices
- attend any relevant training in order to fulfil the job description
- liaise effectively with other members of staff, parents and governors
- ensure a welcoming environment for pupils, parents and visitors to the school
- communicate and cooperate with a range of specialists from outside agencies
- play a full part in the life of the school community, and support whole school activities such as assemblies, trips and performances.
- take a full role in the school's appraisal policy, involving being observed teaching, receiving feedback and putting in to place appropriate actions
- take on any additional responsibilities which might from time to time be determined