Honiton Community College



**JOB DESCRIPTION**

**JOB TITLE:** HLTA

**RESPONSIBLE TO:** Director of SEND

**LIAISING WITH:**  Heads of Department, Heads of Pastoral, Class Teachers, Tutors, Pastoral Support Officers, Parents/Carers and External Agencies.

**GRADE:** NJC Grade E (point 16 - 22)

£24,432 - £27,514 (full-time, term time)

**HOURS:** 08.30 - 15.00 Monday to Friday

**CURRENT POST HOLDER:**

**AIM OF THE POST**

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes and monitoring students and assessing, recording and reporting of students’ achievement and progress.

To be responsible for the management and development of a specialism within the school, and/or management of other teaching assistants including allocation and monitoring of work, appraisal and training.

**MAIN RESPONSIBILITIES**

To work under an agreed system of supervision/management to deliver learning and to be a specialist knowledge resource by:

* Leading the planning cycle under supervision
* Delivering lessons to individual students as well as groups/whole classes, if required
* Managing other staff.

**DUTIES:**

**Supporting the Students**

* Assessing the needs of pupils and using detailed knowledge and specialist skills to support pupils’ learning
* Establishing productive working relationships with pupils, acting as a role model and setting high expectations for behaviour and learning
* Developing and implementing Individual Education Plans
* Promoting the inclusion and acceptance of all students
* Supporting pupils consistently whilst recognising and responding to their individual needs
* Encouraging pupils to interact and work co-operatively with others and engaging all pupils in activities
* Promoting independence and employing strategies to recognise and reward achievement of self-reliance
* Assisting in the monitoring of students’ work, giving appropriate feedback to ensure that progress is made.

**Supporting the Teachers**

* Organising and managing an appropriate learning environment and resources
* Within an agreed system of supervision, planning challenging teaching and learning objectives and evaluating and adjusting lessons/work plans as appropriate
* Monitoring and evaluating pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
* Providing objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
* Recording progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
* Working within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence
* Supporting the role of parents in pupils’ learning and contributing to/leading meetings with parents to provide constructive feedback on pupil progress/achievement etc
* Administering and assessing/marking tests and invigilating exams/tests
* Producing lesson plans, worksheets, plans etc
* Supervise and support the work of other Learning Support Assistants in the class as appropriate.

**Supporting the Curriculum**

* Delivering learning activities to pupils within agreed systems of supervision, adjusting activities according to pupil responses/needs
* Delivering local and national learning strategies e.g. literacy, numeracy, KS3, early years and making effective use of opportunities provided by other learning activities to support the development of pupils’ skills
* Using ICT effectively to support learning activities develop pupils’ competence and independence in its use
* Selecting and preparing resources necessary to lead learning activities, taking account of pupils’ interests and language and cultural backgrounds
* Advising on appropriate deployment and use of specialist aid/resources/equipment
* Liaising with teachers to identify areas to focus on and supporting students to prioritise workload.
* Supporting the provision of alternative curriculum programme by delivering appropriate alternative awards/qualifications. This may include (but not exclusively) Additional Studies lessons, ASDAN, Life Skills, Entry Level ICT, Entry Level Science and Entry Level Maths, specific literacy interventions, Write On, numeracy interventions and PP support.
* Having the flexibility to support a range of subjects across the curriculum in both KS3 and KS4.

**Supporting the College**

* Promoting and safeguarding the welfare of children and young people at all times.
* Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person.
* Being aware of and supporting difference and ensuring all students have equal access to opportunities to learn and develop.
* Contributing to the overall ethos/work/aims of the College’s vision and values.
* Establishing constructive relationships and communicating with other agencies and professionals, in liaison with the teacher, to support achievement and progress of students.
* Participating in training and other learning activities and professional development as required.
* Recognising own strengths and areas of expertise and using these to support others.
* Taking the initiative, as appropriate, to develop appropriate multi-agency approaches to supporting pupils
* Assisting with the supervision of students out of lesson times, including before and after college and at lunchtimes as required.
* Accompanying teaching staff and students on visits, trips and out of college activities as required
* Delivering out of school learning activities within guidelines established by the College
* Contributing to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class
* Maintaining tidiness and organisation within the department.

*This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the College as may be reasonably expected, without changing the general character of the duties or level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.*

*Honiton Community College is committed to safeguarding and promoting the welfare of the children and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory DBS check.*

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| Post holder:  I agree and accept the details of this job description.  **Signed:**  **Date:** |

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| Line Manager:  I agree and accept the details of this job description.  **Signed:**  **Date:** |