 

**Job Description**

**Post: HLTA (Higher Level Teaching Assistant)**

**Job Purpose:**

This will involve planning, preparing, and delivering learning activities for our nursery children. Monitoring pupils and assessing, recording, and reporting on pupils’ achievement, progress, and development during their time in nursery.

To work with the Early Years lead and nursery teacher to support pupils’ effective independent learning and progress across all areas of learning.

To liaise with parents and form links between home and school.

**Key Responsibilities:**

**Support for Pupils –**

* Promote inclusion and acceptance of all pupils.
* Promote Self-esteem and independence, employing strategies to recognise and reward achievement within established school procedure.
* Provide feedback to pupils in relation to progress and achievement.
* Assess pupils against the early years framework.
* To provide targeted interventions to small groups of pupils to ensure all children make accelerated progress.
* Establish productive working relationships with pupils, acting as a role model with positive values, attitudes, and behaviour and setting high expectations to raise their educational achievement.
* Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
* Communicate effectively and sensitively with pupils to support language development and the holistic child.
* Liaise sensitively and effectively with parents and carers, maintaining positive relationships with them, recognising the importance of information sharing and the role parents play in pupils’ learning.

**Support for Teachers –**

* Production of lesson plans, resources, provision plans, etc, within agreed system of supervision.
* Monitor and evaluate pupils’ response to learning activities and independent play through observation and planned recording of achievement.
* Provide objective and accurate feedback and reports as required, on pupil achievement, progress, and other educational matters, ensuring the availability of appropriate evidence.
* To follow behaviour policy to ensure discipline, anticipate and manage pupil behaviour constructively, promoting self-control, confidence and independence.
* Organise and manage appropriate learning environment and resources that meet the diversity of pupils’ needs and interests.
* Supporting the role of parents in pupils’ learning and contribute to lead meetings with parents to provide constructive feedback on pupil progress. achievements etc.

**Support for the Curriculum –**

* Deliver learning activities/programmes, adjusting activities, according to pupil learning styles and individual needs within agreed system of supervision.
* Use a mixture of adult led, child initiated and independent learning.
* Support the delivery of curriculum programmes, effectively utilising all alternative learning opportunities to support extended development.
* Use ICT effectively to support learning activities and develop pupils’ competence and independence in its use.
* Select and prepare resources necessary to lead learning activities, taking account of pupils’ interests, language and cultural backgrounds.

**Support for the School –**

* Comply with school policies and procedures relating to child protection, health, safety, and security, confidentiality, and data protection. Report all concerns to the appropriate person.
* Hold our school values at the centre of everything
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
* Contribute to the school ethos, aims and development / improvement plan.
* Establish constructive relationships and communicate/improvement with other agencies/professionals, in liaison with the nursery teacher, to support achievement and progress of pupils taking the initiative to develop appropriate multi-agency approaches.
* Attend and participate in regular meetings as appropriate.
* Participate in training and other learning activities as required.
* Assist with the planning of opportunities for pupils to learn in out-of-school contexts, according to school policies and procedures and within working hours.

***This job Description is not necessarily a Comprehensive definition of the post. It will be reviewed as required***