|  |  |
| --- | --- |
| **Post Title:** | HLTA |
| **School:** | **Moulsham Junior School** |
| Provide learning activities for classes under the professional direction and supervision of a qualified teacher. Level 2 HLTAs will plan, prepare and deliver lessons and assess, record and report on development, progress and attainment**Principal Accountabilities**Use teaching and learning objectives to plan challenging teaching and learning objectives and to evaluate and adjust lessons/work plans as appropriate within agreed systems of supervisionAssess the needs of pupils and use detailed knowledge and specialist skills to support pupils’ learningDeliver learning activities to pupils, adjusting activities according to pupil responses/needs |
| Duties and responsibilities  | SUPPORT FOR TEACHERS* Organise and manage appropriate learning environment
* Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
* Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
* Be responsible for recording progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
* Establish a clear framework for discipline in line with established policy, anticipate and manage behaviour constructively, promoting self control and independence
* Support the role of parents in pupils’ learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.

SUPPORT FOR PUPILS* Establish productive working relationships with pupils, acting as a role model and setting high expectations
* Promote the inclusion and acceptance of all pupils within the classroom
* Support pupils consistently whilst recognising and responding to their individual needs
* Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
* Promote independence and employ strategies to recognise and reward achievement of self-reliance
* Provide feedback to pupils

**SUPPORT FOR THE CURRICULUM*** 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 and language and cultural backgrounds* Comply with and assist with the development of policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting 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/professionals, in liaison with the teacher, to support achievement and progress of pupils
* To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
* To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
* Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy
* The Governing Body is committed to safeguarding and promoting the welfare of children and young
* people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade. |
|  |  |

These duties may be varied at any time to meet the changing needs of the school and at the direction of the Headteacher

Please sign to acknowledge that you have read and accept the above job description:

Signature…………………………. Date…………………….

**HLTA**

|  |  |  |
| --- | --- | --- |
| **General heading** | **Detail** | **Examples** |
| **Qualifications & Experience** | Specific qualifications & experience | Successful recent experience working with children in a learning environmentMeet Higher Level Teaching Assistant standardsEducated to NVQ Level 4 or equivalentCompletion of DCSF induction programme |
| Knowledge of relevant policies and procedures | Basic knowledge of First AidUnderstand classroom roles and responsibilities and your own position within theseFull working knowledge of relevant policies/codes of practice/legislation |
| Literacy | Excellent reading and writing skills equivalent to at least NVQ Level 2 |
| Numeracy | Excellent numeracy skills equivalent to at least NVQ Level 2 |
| Technology | Full working knowledge of ICT to support learning |
| **Communication** | Written | Ability to write complex reports, letters etc |
| Verbal | Ability to use clear language to communicate information unambiguouslyAbility to listen effectively |
| Languages | Specialist language/communication skills if appropriate |
| Negotiating | Ability to negotiate effectively with adults and children |
| **Working with children** | Behaviour Management | Ability to apply a range of behaviour management policies and strategies which contribute to a purposeful learning environment |
| SEN | Successful completion of training to support SEN if appropriate |
| Curriculum | Excellent working knowledge and experience of implementing national curriculum and other relevant learning programmesGood working knowledge of specialist curriculum area(s) if appropriateGood understanding of statutory frameworks relating to teaching |
| Child Development | Excellent understanding of child development and learning processesAbility to assess and record progress and performance and recommend appropriate strategies to support developmentMotivate, inspire and have high expectations of pupils |
| Health & Well being | Understand and support the importance of physical and emotional wellbeing  |
| **Working with others** | Working with partners | Work effectively as part of a team and contribute to group thinking, planning etcAbility to work with parents and carers to improve support for children |
| Relationships | Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults |
| Team work | Ability to work effectively with a range of adults |
| Information | Contribute to the development and implementation of effective systems to share information  |
| **Responsibilities**  | Organisational skills | Good organisational skillsAbility to remain calm under pressureTo be flexibleFollow instructions accuratelyUse own initiative and work independently |
| Line Management | Ability to manage and support the work of others |
| Time Management | Ability to manage own time effectivelyAbility to adapt quickly and effectively to changing circumstances, situations |
| Creativity | Demonstrate creativity and an ability to resolve problems independently |
| **General** | Equalities | Awareness of and promotion of equality |
| Health & Safety | Good understanding of Health & Safety |
| Child Protection | Good understanding and effective implementation of child protection procedures |
| Confidentiality/Data Protection | Understand procedures and legislation relating to confidentiality |
| CPD | Demonstrate a clear commitment to develop and learn in the roleConstantly improve own practice/knowledge through self-evaluation and learning from others |

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: Summer 2025 Next review date:Summer 2026

Line manager’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postholder’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_