



HATTON ACADEMIES TRUST

JOB DESCRIPTION

Job Title:	Higher Level Teaching Assistant (HLTA) –Primary Academy
Responsible to:	Principal
Line Manager:	Year leader
Pay scale:	NJC Scale Point 8 – 12
Hours / Weeks:	30 Hours per week, 39 weeks per year (term time plus 5 days)
Working Pattern:	Monday to Friday: 8.45am to 3.15pm With 30 mins unpaid lunch break

Job Purpose

To provide support for pupils, the teacher and the Academy in order to raise standards of achievement for all pupils (eg SEN, EAL, GT, all underachieving groups), by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing intervention groups.

Key Responsibilities

1. Cover/teach lessons to enable teachers to have PPA /leadership release
2. Provide 1:1 or small-group teaching to pupils to develop specific skills.
3. Support pupils who are subject to the pupil premium grant both academically and with their social and emotional needs
4. Support teachers and pupils of mainstream classes
5. Assist in the evaluation of pupil progress and help set future targets.
6. Attend review meetings where required.
7. Work with students with physical disabilities.
8. Attend department meetings.

Main Duties and Tasks

- Under the direction of the principal, teach and cover lessons where deployed throughout the academy
- Support teachers and pupils of mainstream classes by offering individual support, help with the assessment of their progress or small group work coordinated and keeping appropriate records of identified students.
- Support teachers by providing information to ensure quality lesson planning and pupil progress monitoring.

Hatton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupil need.
- Enable identified pupils to achieve success, to develop confidence and work towards the targets that have been set for them.
- Help evaluate pupils' progress and help set future targets in liaison with the year lead
- Provide detailed verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour, to teachers and pupils.
- Refer students with unidentified needs to the SENCO.
- Work closely with the subject staff to help meet the needs of identified pupils in their classes.
- For pupils with EHCPs, ensure that targets are being met.
- Where appropriate, attend review meetings.
- As required to work with students with physical disabilities in assisting with toileting, personal hygiene, mobility, evacuation procedures and delivering physiotherapy. Manual lifting to assist students with these needs may be required.
- Contribute to the overall ethos, work, and aims of the Academy by attending relevant meetings and contributing to the development of policies and procedures within the Academy. Also participate in staff meetings and training days.
- Participate in break and/or lunchtime supervision duties.

General

- Responsibility for safeguarding and promoting the welfare of children at the academy.
- The Academy has a commitment to be inclusive in terms of ethnicity, gender, disability, social background and academic ability and expects all staff to share this responsibility.
- Share and actively promote the Academy's commitment to promoting equal opportunities and tackling discrimination
- In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances.
- Demonstrate a commitment to personal and professional development by attending related courses, workshops or seminars.
- Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and comply with policies and procedures relating to health and safety within the Academy.
- To carry out other relevant duties as may be reasonably requested by the year lead/ SENCO / principal commensurate with the pay and grade of the post of Higher Level Teaching Assistant.

Hatton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Signed by Postholder

Date

Signed on behalf of the Academy

Date

Hatton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.