



**Job Title:** HLTA Supporting and Delivering Physical Education  
**Grade/Band:** Level 4, Band G  
**Responsible to:** Headteacher

### Main Purpose of the Role

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 pupils and assessing, recording and reporting on pupils achievement, progress and development. Responsible for the leadership and development of a specialist area within the school which could include addressing the needs of pupils who need particular help to overcome barriers of learning. Leadership of other teaching assistants including allocation and monitoring of work, appraisal and training.

### Specific responsibilities

#### Support for Pupils

- Design and deliver effective and engaging PE and Swimming lessons
- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning across the curriculum
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Develop and implement Personal Learning Intention Maps (PLIMs) in PE and Swimming
- 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

- Challenge and motivate pupils, promote and reinforce self-esteem
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement
- Support pupils with behaviours that challenge and develop strategies to support these

### **Support for Teachers**

- Organise and manage appropriate learning environment and resources in PE and Swimming
- Within an agreed system of supervision, plan challenging teaching to evaluate and adjust lessons as appropriate
- 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
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
- Work within an established behaviour policy to anticipate and manage behaviour constructively, promoting self-control and independence
- Provide support for teachers on behaviour support via Team Teach
- Support Teachers in Parents' Evenings where appropriate

### **Support for the Curriculum**

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil needs
- Deliver an effective PE and Swimming programme

- Offer to develop pupil's skills and knowledge
- Develop symbols and educational resources appropriate for pupils
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests, needs, language and cultural backgrounds
- Advise on appropriate deployment and use of specialist resources

### **Support for the School**

- Comply with and assist with the development of policies and procedures relating to child protection, 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 working across school in all classrooms as a TA
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- Be responsible for the provision of school learning activities within guidelines established by the school
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class
- Attend and participate in relevant meetings both during and after the school day as required
- To continuously develop your own role, taking responsibility for identifying and addressing training and development needs

- To carry out, as and when required, any additional tasks and responsibilities as are reasonably compatible with this job description and its objectives.

### **Line Management Responsibilities where appropriate**

- Attend Behaviour Team meetings
- Manage other teaching assistants, especially in regard to positive behaviour support
- Liaise between managers/teaching staff and teaching assistants
- Hold regular team meetings with managed staff
- Undertake recruitment/induction/appraisal/training/mentoring for other teaching assistants

### **Safeguarding**

To understand and comply with the statutory guidance regarding safeguarding of children ensuring the safeguarding and promotion of children's welfare at all times.

To remain vigilant and do everything possible to protect pupils and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature.

### **Health and Safety**

In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you will comply with safety rules and procedures and ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the school community

### **Data Protection**

To work with and process personal and sensitive information in accordance with the Data protection Act and the General Data Protection regulations 2018.

To maintain confidentiality and prevent disclosure of confidential and sensitive information.

When working with computerised systems to be completely aware of responsibilities at all times under the Data protection Act 2018 for the security, accuracy, and significance of personal data held on such systems, ensuring that school is compliant in processing all relevant data.

### **General:**

The scope of this profile reflects the needs of the school at the present time; it is not intended to be a fully inclusive or exhaustive list. The post holder may therefore be expected to work flexibly and perform such other duties other than those given in the job description. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. The profile will be subject to continuous review as the needs and requirements of the school change over time.

### **Person Specification: Higher Level Teaching Assistant (HLTA) - Supporting and Delivering Physical Education.**

<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with children with SEN of relevant age in a learning environment</li> </ul>
<b>Qualifications/Training</b>	<ul style="list-style-type: none"> <li>• Meet Higher Level Teaching Assistant standards or equivalent qualification or experience</li> <li>• Good numeracy/literacy skills – equivalent to NVQ Level 2 in English and Maths</li> <li>• Training in delivering PE</li> </ul>
<b>Knowledge/Skills</b>	<ul style="list-style-type: none"> <li>• Excellent understanding of Physical Education</li> <li>• Experience of working with Positive Behaviour Support</li> <li>• Can use ICT effectively to support learning</li> </ul>



	<ul style="list-style-type: none"><li>• Full working knowledge of relevant policies/codes of practice/legislation Working knowledge and experience of implementing learning strategies for pupils with SEND</li><li>• Good understanding of child development and learning processes</li><li>• Understanding of statutory frameworks relating to teaching</li><li>• Ability to organise, lead and motivate a team</li><li>• Constantly improve own practice/knowledge through self-evaluation and learning from others</li><li>• Ability to relate well to pupils and adults</li><li>• Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</li></ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"><li>• Displays commitment to the protection and safeguarding of children and young people, and has an up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.</li></ul>

**This post is subject to an enhanced Disclosure and Barring Service (DBS) check**