

Job Description

Post Title	HLTA
Grade	Grade 8
Location	Stepney Primary School
Reporting to	Head of School and Senior Leadership Team

Purpose of Role

To complement the professional work of teachers by taking responsibility for learning activities under the professional direction and supervision of a qualified teacher. This will 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 management and development of a specialist area within the school and/or management of other teaching assistants including allocation and monitoring of work, appraisal and training

Key Responsibilities

1. To promote and safeguard the welfare of children and young people.
2. Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
3. Establish productive working relationships with pupils, acting as a role model and setting high expectations
4. Develop and implement IEPs
5. Promote the inclusion and acceptance of all pupils within the classroom
6. Support pupils consistently whilst recognising and responding to their individual needs
7. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
8. Promote independence and employ strategies to recognise and reward achievement of self-reliance
9. Provide feedback to pupils in relation to progress and achievement
10. Organise and manage appropriate learning environment and resources
11. Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
12. Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
13. Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
14. Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
15. Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self control and independence
16. Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc
17. Administer and assess/mark tests and invigilate exams/tests
18. Production of lesson plans, worksheet, plans etc.
19. Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs
20. Deliver local and national learning strategies e.g. literacy, numeracy, KS1 & KS2, early years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills
21. Use ICT effectively to support learning activities and develop pupils' competence and independence in its use
22. Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds
23. Advise on appropriate deployment and use of specialist aid/resources/equipment
24. 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

25. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
26. Contribute to the overall ethos/work/aims of the school
27. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
28. Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils
29. Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
30. Deliver out of school learning activities within guidelines established by the school
31. Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class
32. Manage other teaching assistants
33. Liaise between managers/teaching staff and teaching assistants
34. Hold regular team meetings with managed staff
35. Represent teaching assistants at teaching staff management/other appropriate meetings
36. Undertake recruitment/induction/appraisal/training/ mentoring for other teaching assistants
37. Any duties of a similar nature as directed by the class teacher or senior leadership team

Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

Responsibilities for Staff:	Manage other teaching assistants
Responsibilities for Customers/Clients:	Safeguarding and promoting the welfare of children. Promoting inclusion of all and modelling behaviour of young people.
Responsibility for Budgets/Financial Resources:	None
Responsibility for Physical Resources:	Prepare, maintain and use equipment and resources, including ICT, for use in relevant learning activities. Records and relevant files on pupils

		E	D	How Identified
--	--	---	---	----------------

Qualifications	Higher Level Teaching Assistant qualification	✓		AF, Q
	GCSE in English & Maths at Grade C or above	✓		
	Safeguarding Training (Level 1)		✓	
Relevant Experience	Experience in working flexibly across the school including the Foundation Stage and Key Stages 1 and 2	✓		AF, I, R
	Recent experience of working as an HLTA in a Primary School setting meeting all required standards		✓	
	Lesson observations good or better with positive feedback	✓		
	Experience of teaching phonics		✓	
	Experience of teaching PE		✓	
	Experience of preparing and mounting displays		✓	
Skills & Abilities	Motivation to work with children and young people	✓		AF, I, R
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		
	Excellent classroom practitioner	✓		
	Excellent Literacy/Numeracy skills	✓		
	Willingness to learn, acquire and apply new skills	✓		
	Use IT effectively to support learning and communication	✓		
	Experience of Co-ordinating a subject across the school		✓	
	Relevant experience of developing and implementing IEPs		✓	
	Commitment to Restorative Practices		✓	
	Good organisational skills in the workplace	✓		
	High levels of drive, motivation, enthusiasm and high expectations of staff and pupils	✓		
Knowledge	Willingness to support extra-curricular activities	✓		AF, I, R
	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		
	Full working knowledge of relevant policies/codes of practice/legislation including SEN	✓		
	Working knowledge and experience of planning and implementing the National Curriculum and the Foundation Stage curriculum		✓	
Interpersonal/ Communication Skills: Verbal Skills	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people	✓		AF, I, R
	Excellent level of Interpersonal and communication skills:- (a) Written (b) Oral skills (c) Computing Ability to work independently and as part of a team	✓		
	Ability to establish good professional relationships and effective working relationships with all stakeholders	✓		
	Understanding of and commitment to equality of opportunity	✓		
Personal Qualities	Commitment to attending all relevant training including staff meetings	✓		AF, I, R
Disclosure & Barring Service	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced	✓		DBS

	disclosure from the Disclosure & Barring Service and Children's Barred list check			
	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.	✓		(after short listing)