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| **Reports To** | SENCO |
| **Role Purpose** | Provide specialist support to all pupils in a particular learning area. Establish and maintain relationships with parents, carers and other professionals |
| **Role Requirements** | * plan, prepare and deliver learning to individuals/small groups, * assess, record and report on development, progress and attainment and use this knowledge and understanding to extend and challenge pupil’s learning; * work collaboratively with staff and other relevant professionals and provide information about pupils as appropriate * use teaching and learning objectives to plan, evaluate and differentiate lessons/work plans as appropriate * assess the needs of pupils and use detailed knowledge and specialist skills to support and advance pupils’ learning; * provide support to pupils in more specialist areas of learning * to model good practice; * to help build the student/s’ confidence and enhance self-esteem.   **While working with the teacher the HLTA will be expected to**;   * have formal and informal meetings with teachers to contribute to planning lessons/activities; * prepare materials and resources; * prepare students beforehand for a task; * work on differentiated activities with identified groups; * support the teacher in implementing specific teaching programmes; * supervise practical tasks; * carry out structured classroom assessment/observation and feedback outcomes; * be involved in keeping records and evaluating identified students’ progress. * undertake other duties as requested to meet the needs of the school   **General Duties**   * be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions. Co-operate with the employer on all issues to do with health, safety & welfare. * support the school’s implementation of all other current statutory requirements   **Continuing Professional Development – Personal**   * actively pursue own personal development and take full advantage of training provided. * maintain a professional portfolio of evidence to support the Appraisal process - evaluating and improving own practice. * participate in new initiatives and future changes in service delivery improvements to support the objectives of the school. |
| **Skills and Experience** | **Essential Criteria**   * a positive interest in working with young people; * ability to get the best out of young people; * a sense of humour; * adaptability; ability to use own initiative, * ability to work alone and as part of a team; * ability to build good working relationships with a range of colleagues; * a clear communicator; * ability to work calmly and with patience; * flexibility and a can do attitude; * interest in ICT. * demonstrate a willingness to take responsibility for continued professional development   **Desirable Criteria**   * relevant work experience in a similar environment |
| **Qualifications and Training** | **Essential Criteria**   * A good level of general education including GCSE (grade A-C) or equivalent, in maths and English |
| **Hours** | 27.5 Hours per week |
| **Salary** | Grade D: Grade D: £16,290 - £18,711 (£25,628 - £28,326 FTE) |
| **Contract** | Permanent |
| **Additional Information** | This job description is not necessarily a comprehensive definition of the post. It sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties and the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. |