

# Job Description

<b>Job title:</b>	<b>HLTA</b>
<b>School:</b>	<b>Olympic Primary School</b>
<b>Responsible to</b>	<b>Head of School</b>
<b>Location:</b>	<b>Wellingborough</b>
<b>Salary:</b>	<b>NJC G9 – G12</b>
<b>Contract type:</b>	<b>Permanent</b>

## Core duties

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 pupil's 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

## General responsibilities

### 1. Support for pupils

- 1.1 Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
- 1.2 Establish productive working relationships with pupils, acting as a role model and setting high expectations
- 1.3 Develop and implement IEPs
- 1.4 Promote the inclusion and acceptance of all pupils within the classroom
- 1.5 Support pupils consistently whilst recognising and responding to their individual needs
- 1.6 Encourage pupils to interact and work cooperatively with others and engage all pupils in activities
- 1.7 Promote independence and employ strategies to recognise and reward achievement of self-reliance
- 1.8 Provide feedback to pupils in relation to progress and achievement

### 2. Support for teachers

- 2.1 Organise and manage appropriate learning environment and resources

- 2.2 Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
- 2.3 Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against predetermined learning objectives
- 2.4 Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- 2.5 Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
- 2.6 Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence
- 2.7 Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- 2.8 Administer and assess/mark tests and invigilate exams/tests
- 2.9 Production of lesson plans, worksheet, plans etc.

### **3. Support for School**

- 3.1 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
- 3.2 Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- 3.3 Contribute to the overall ethos/work/aims of the school
- 3.4 Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- 3.5 Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils
- 3.6 Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- 3.7 Deliver out of school learning activities within guidelines established by the school
- 3.8 Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class

### **4. Support for curriculum**

- 4.1 Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs
  - 4.2 Deliver local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills
  - 4.3 Use ICT effectively to support learning activities and develop pupils' competence and independence in its use
  - 4.4 Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds
  - 4.5 Advise on appropriate deployment and use of specialist aid/resources/equipment
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This job description sets out the duties of the post at the time it was drawn up. The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant duties as directed by the Line Manager within the school as may be reasonably expected. This is not a common occurrence and would not justify a reconsideration of the grading of the post.

**Appointed Candidate's Name:**

**Date of Appointment:**

**Signature of Appointee:**

By signing this job description, you are agreeing to its content and context at the date of signing. Please be mindful that this role can be subject to review by the Lion Academy Trust at any appropriate time in consultation with you.