

HOVINGHAM PRIMARY SCHOOL

HLTA

JOB DESCRIPTION

- Grade:** SO1
- Accountable to:** Classroom Teacher (or other qualified teacher who must be identified)
- Accountable for:** Teaching Assistants (or other support staff who must be identified)
- Any Special Conditions of Service:**
No smoking policy. Requirement to occasionally work outside of school hours and off school premises as required by the school.
Term time working.
- Safeguarding:** This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- 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 management and development of a specialist area within the school and / management of other teaching assistants including allocation and monitoring of work, appraisal and training.
- Main Duties:**
- To assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
 - To establish productive working relationships with pupils, acting as a role model and setting high expectations.
 - To develop and implement IEPs.
 - To promote the inclusion and acceptance of all pupils within the classroom.
 - To support pupils consistently whilst recognising and responding to their individual needs.
 - To encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
 - To promote independence and employ strategies to recognise and reward achievement of self-reliance.
 - To provide feedback to pupils in relation to progress and achievement.
 - To organise and manage appropriate learning environment and resources.
 - To within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.

- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- To provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- To record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment.
- To work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- To supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Administer and assess/mark tests and invigilate exams/tests, production of lesson plans, worksheet, plans etc.
- To deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs.
- To 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.
- To use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- To select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.
- To advise on appropriate deployment and use of specialist aid/resources/equipment.
- To 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.
- To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- To contribute to the overall ethos/work/aims of the school.
- To establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- To take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils.
- To recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- To deliver out of school learning activities within guidelines established by the school.
- To contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.
- To manage other teaching assistants.
- To liaise between managers/teaching staff and teaching assistants.
- To hold regular team meetings with managed staff.
- To represent teaching assistants at teaching staff/management/other appropriate meetings.
- To undertake recruitment/induction/appraisal/training/mentoring for other teaching assistants.

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PERSON SPECIFICATION

	Essential	Desirable
SKILLS		
Can use ICT effectively to support learning	X	
Ability to organise, lead and motivate a team	X	
Ability to relate well to children and adults	X	
Constantly improve own practice/knowledge through self-evaluation and learning from others		X
KNOWLEDGE & UNDERSTANDING		
Understanding of statutory frameworks relating to teaching	X	
Experience working with children of relevant age in a learning environment	X	
Working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes/strategies	X	
Good understanding of child development and learning processes	X	
Full working knowledge of relevant polices/codes of practice/legislation	X	
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these		X
Knowledge and skills to safeguard the welfare of CYP and uphold your professional responsibility.	X	
QUALIFICATIONS/TRAINING		
Meet Higher Level Teaching Assistant standards or equivalent qualification or experience	X	
Excellent numeracy/literacy skills – equivalent to NVQ Level 2 in English and Maths	X	
Training in relevant learning strategies e.g. literacy	X	
Specialist skills/training in curriculum or learning area e.g. bi-lingual, sign language, ICT		X