

Job description: HLTA

Location	ASJS
Contract term	Permanent
Full time/term time	TTO
Pay range	Scalepoint 14 - £25,409 fte
Reporting to	AHT

Job purpose

To complement teachers' delivery of the national curriculum and contribute to the development of other support staff, pupils and school policies and strategies.

To work collaboratively with teaching staff and assist teachers in the whole planning cycle and the management/preparation of resources.

To provide support for pupils, the teacher and the school in order to raise standards of achievement for all pupils (e.g. SEN, EAL, GT, all underachieving groups), by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes, and to encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.

Main duties and responsibilities

- Plan and prepare lessons with teachers, participating in all stages of the planning cycle, including in lesson planning, evaluating and adjusting lessons/work plans
- Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupil need
- Contribute to the planning of opportunities for pupils to learn in out-of-school contexts in line with schools' policies and procedures
- Provide detailed verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour, to teachers and pupils
- Motivate and progress pupils' learning by using clearly structured, interesting teaching and learning activities
- To provide feedback to pupils, the SENco and the class teachers
- Support the teaching of the National Literacy Strategy, and National Numeracy Strategy and assist pupils to access the full curriculum
- Be familiar with lesson plans, IEP targets and learning objectives
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Promote and support the inclusion of all pupils, including those with specific needs, both in learning activities and within the classroom

- Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others
- Support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times
- To follow all Health & Safety, safeguarding and GDPR requirements

Monitoring and Assessment

- Monitor pupils' participation and progress and provide constructive feedback to pupils in relation to their progress and achievement
- Assist in maintaining and analysing records of pupils' progress
- Contribute to programmes of observation and assessment as planned by the teacher and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children

Mentoring, Supervision and Development

- Assist teachers in offering mentoring support and guidance to other teaching assistants undertaking formal training
- Support and guide other less experienced teaching assistants' work in the classroom when required
- Contribute to the overall ethos, work, aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school
- Participate in staff meetings and training days/events as required

Behavioural and Pastoral

- Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual/s involved understand it is unacceptable
- Understand and implement school child protection procedures and comply with legal responsibilities
- Assist in maintaining good discipline of pupils throughout the school

Other

- Any other duties required by the class teacher, Deputy headteacher, or the headteacher, which is within the scope of this post
- To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour
- To promote the safeguarding of children
- To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation



- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner
- To undertake other duties appropriate to the post that may reasonably be required from time to time
- The post holder is responsible for ensuring that the school safeguarding/child protection policy is adhered to and concerns are raised in accordance with this policy

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Person specification: HLTA

Qualifications and training <i>Evidenced through: Application</i>	Essential	Desirable
National qualifications level 3+ or equivalent in numeracy and/or communication	✓	
Higher relevant qualification	✓	
Training in relevant learning strategies e.g. literacy		✓

Experience/employment record <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
Experience of working with vulnerable young people	✓	
Knowledge of SEND policies and procedures	✓	
Evidence of specialism in specific curriculum areas or areas of particular learning difficulty		✓

Personal qualities <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
Strong verbal & written communication skills and an ability to use these to have a positive input on student learning in the classroom & in small groups/1-1	✓	
Ability to carry out allocated tasks under the supervision of our SENCO lead	✓	
Ability to empathise and move students forward in their learning	✓	
Able to build good relationships with students and to support good behaviour in & beyond the classroom	✓	
Ability to develop one to one relationships with students with particular learning needs	✓	
Ability to work within set guidelines and respond to unexpected circumstances	✓	

Ability to cope with exposure to emotionally demanding behaviours and situations as a result of attending to pupils' personal needs and assisting with behaviour management	✓	
Ability to work effectively as part of a team or as an individual	✓	
Ability to prioritise workloads and have excellent time management and organisational skills	✓	
Ability to monitor, control and keep records according to the requirements of the school and in line with legislation	✓	
Approachable and empathetic	✓	
Ability to establish positive relationships with staff members at all levels	✓	
Knowledge of the requirements of the national literacy and numeracy strategies	✓	
Understanding of behaviour management strategies	✓	
Willing to undertake further training which may be required	✓	