

Eynsham Partnership Academy Trust

Job Description

HLTA

Responsible to: Head of Primary	Grade: 8
Hours: 32.5	Duration: permanent
Main Location: Heyford Park School	

This post is to work within Primary.

Your main duties would be:

- covering classes during teachers' PPA time and other cover needed such as for illness or planned absence
- delivering specific interventions to individual children e.g. ELSA/FFT within your particular specialisms
- in class support or working 1:1 with a child in any phase of primary

Your exact timetable would be organised by the Head of Primary

Your duties would include:

- To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.
- To plan, prepare and deliver learning activities for individuals and groups of pupils.
- To work from your own planning or from planning provided (termly, weekly or lesson plans) to deliver learning activities to whole classes in the absence of the teacher, during the teacher's PPA time or during teacher illness.
- To promote and support the inclusion of all pupils, including those with specific needs, both in learning activities and within the classroom.
- To evaluate and adjust work plans as appropriate to meet pupils' needs.
- To select and prepare appropriate resources to lead learning activities.
- To monitor pupils and assess, record and report on pupils' achievement, progress and development
- Provide verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour, to teachers and pupils as appropriate.
- To work in partnership with other adults involved in the education process and liaise with external professionals and parents/carers in relation to specific areas of responsibility; including taking the initiative to establish links where necessary.
- To attend and contribute to meetings with other staff, external professionals and parents regarding pupils as directed by the senior leadership team
- To participate in the creation and maintenance of school displays
- To provide advisory support and contribute to the professional development of colleagues in relation to any specialist areas of expertise

- To provide clerical/admin support (e.g. typing, photocopying, display, collection and recording of money etc.).
- To follow any recommendations in pupils' behaviour/learning/care plans as directed by the phase leads/SENCO/Head of Primary/other senior leaders

In addition, the post holder is expected to:

- Follow all school policies and procedures and be aware of and comply with policies and procedures relating to child protection, health, safety, behaviour, positive handling, security and confidentiality - reporting all concerns to an appropriate person to ensure pupils' wellbeing and safety
- Participate as required in the school's performance management and supervision systems and take part in appropriate training and development activities
- Make appropriate use of ICT and adhere to policies relating to it, within their work in line with the school's systems of working
- Contribute to the overall ethos, work and aims of the school
- Communicate effectively with teachers, other professionals and parents whenever the need arises and recognise the need to communicate.
- Carry out other duties as requested by the extended leadership team from time to time.

Reports to:

1. Phase Leads and Assistant Head of Primary
2. Head of Primary
3. SENCO
4. Executive Head

Hours of Work: 32.5 hours per week (which hours to be worked to be agreed with the Head of Primary annually but will fall within the hours of 8am and 4pm Monday to Friday)