



Kingfisher
Schools Trust
Achieving Success Together

HLTA

Southtown Primary School

Opportunity, Community, Excellence



Job Description

Role Purpose:

To cover for the class teacher during planned or short term periods of absence. HLTAs are expected to carry out 'specified work' from the Education (Specified Work and Registration) (England) Regulation 2003

Key Responsibilities:

- Planning and preparing lessons for pupils under the supervision/direction of a qualified teacher
- Delivering lessons to pupils
- Assessing the development, progress and attainment of pupils
- Reporting on the development, progress and attainment of pupils
- Undertake a range of other tasks to support learning, e.g. supporting literacy and numeracy work
- Working with pupils, with one-to-one or in small groups, some of whom may have Special Educational Needs
- Maintain and collate records of pupil needs and progress
- Assist teaching staff to ensure that the aims and objectives of the school are achieved
- Undertake tasks to support the curriculum and assist with events organised as part of the curriculum, e.g. organise and schedule pupils' annual review meetings
- Support implementation of government initiatives under the direction of the teacher
- Attend and contribute to SEN and other review meetings if required by the Head Teacher and where appropriate, disseminate information to other Teaching Assistants
- Attend and contribute to school professional development days and staff meetings as required

Safeguarding

- Promote the safety and well-being of children in school through compliance with safeguarding policies and procedures
- Maintain high standards of professionalism in line with the Code of Conduct

Other responsibilities

- Undertake first aid as necessary
- Undertake any other duties in line with your level of responsibility, as directed by the Headteacher and the Deputy Headteacher.



Personal Specification

Essential Criteria	Desirable Criteria
<p><u>Qualifications & Education:</u></p> <ul style="list-style-type: none">• GCSE English and Maths at grade C or above (or equivalent)	<ul style="list-style-type: none">• Qualified HLTA status or equivalent
<p><u>Experience:</u></p> <ul style="list-style-type: none">• Experience of working in a classroom environment in the primary phase and/or Early Years• Experience of leading a group or whole class	<ul style="list-style-type: none">• Experience of working as a HLTA
<p><u>Skills, behaviours and qualities:</u></p> <ul style="list-style-type: none">• Ability to work with the whole class• Ability and enthusiasm to motivate pupils• Ability to maintain a professional manner in challenging situations• Ability to use initiative whilst working within recognised guidelines and procedures• A willingness to promote the school's ethos• Resourceful, patient and resilient• Approachable, friendly manner, and ability to form positive professional relationships with pupils• Can-do attitude and a good sense of humour• Willingness to be flexible and quickly adapt to suit the needs of the school• Excellent behaviour management skills	
<p><u>Professional Development:</u></p> <ul style="list-style-type: none">• Commitment to personal professional development	