



Job description: HLTA

Job details

Salary:	ALT Grade F
Hours:	30 hours per week, 38 weeks per year
Contract type:	Permanent
Academy Site:	Chesterton Primary School

Main purpose

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.

Duties and responsibilities

Teaching and Learning

- Undertake specified work with individuals, groups and whole classes under the direction and supervision of a qualified teacher
- Plan, prepare and deliver specified learning activities to individuals, groups and/or classes modifying and adapting activities as necessary
- Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision
- Provide specialist support e.g. SEN, EAL or in a particular learning area
- To be involved with organising and implementing individual development plans for pupils e.g. IEPs, including attending reviews, as required
- To provide short term cover supervision of classes, as required

Resources

- To be responsible for the monitoring and maintenance of a limited range of stocks/resources, where required
- To be responsible for presenting displays, as required

Exams, Educational Visits and Other Supervision

- To invigilate exams and tests, if required
- To assist escorting pupils on educational visits, as required
- To assist with break time supervision including facilitating games and activities, as required

Personal and Welfare Support

- To assist pupils with dressing, hygiene and eating whilst encouraging independence, as required
- To support pupils in their personal, emotional and social development



- To provide pastoral support to pupils, as required

Systems, Policies and Procedures

- To contribute to the development of policies and procedures, if required
- To be responsible for the careful and safe use of equipment
- To be responsible for the safety and well being of pupils in the classroom

Team Involvement

- May supervise other teaching assistants or allocate day to day work to other staff

Building Professional Relationships

- To liaise with staff and other relevant professionals and provide information about pupils as appropriate
- To support the role of parents/carers in pupils' learning and contribute to meetings with parents/carers to provide constructive feedback on pupil progress/achievement
- To liaise with external agencies, as required

Record Keeping and Information Management

- To assess, record and report on pupil development, progress and attainment

Generic Responsibilities of all Active Learning Trust Employees

- To consistently uphold the Trust's Aims, Visions and Values.
- To work in a co-operative and polite manner with all stakeholders and visitors to promote and enhance the reputation of the schools and Trust.
- To work with children and young people within the framework of the academy in a courteous, positive, caring, and responsive manner.
- To take an active and positive role in the Trust's commitment to the development of staff and review procedures, undertaking training as required.
- To act in a professional way that is consistent with the values and expectations of the Trust.
- To be responsible for promoting and safeguarding the welfare of children and young persons.

The Active Learning Trust is committed to safeguarding and promoting the welfare of all children and young people. We expect all staff to actively share this commitment. All adults working in our Trust in whatever capacity will be part of a thorough safer recruitment process. All appointments will be subject pre-employment checks including the taking of satisfactory references and enhanced criminal record clearance (via the Disclosure and Barring Service) in line with the need to create and maintain a safe culture.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks expected to be carried out. It will be reviewed in conjunction with the appraisal process and planning for the next academic year. It will be reviewed, and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Reports to Manager.