



Job Description

Job Title: HLTA

Job Number:

Directorate: People

Post Number:

Service: Services for Schools

Grade: 4

Location: Coundon Primary School

Job Purpose

To support the education of children in school and cover classes for teachers as necessary and as required.

Duties and Responsibilities

Under the direction and supervision of the Senior Leadership Team (SLT) and Class Teacher:

- Undertake appropriate planning and preparation of lessons for individuals, groups and whole classes.
- Lead and manage agreed learning of individuals, groups and whole classes as required.
- Assess the development, progress and attainment of pupils in planned learning sessions.
- Report on the development, progress and attainment of pupils to the responsible teacher or member of SLT as appropriate.
- Use specialist skills to undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children, including those with special educational, physical or emotional needs.

Tasks:

1. Plan, evaluate and adjust lessons and work plans for individuals, groups or a whole class as required.

2. Implement agreed learning activities/teaching programmes using agreed strategies to support pupils to achieve learning goals.
3. Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievements against pre-determined learning objectives.
4. Provide objective and accurate feedback and reports as required, to SLT and teachers on pupil achievement, progress and other matters.
5. Establish productive working relationships with pupils providing feedback to them in relation to progress and achievement.
6. Manage, prepare and maintain equipment and teaching resources for lessons and activities.
7. Ensure that the Positive Relationships Policy is adhered to, providing feedback to pupils, teachers and SLT as required.
8. Promote pupil independence in learning, social and mobility skills and employ strategies to recognise and reward achievement.
9. Ensure that pupils are able to safely use equipment and materials provided.
10. Provide support for local and national learning strategies, ensuring that the national curriculum is delivered.
11. Support the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists.
12. Liaise sensitively and effectively with other staff and external professionals and when reporting information from/to parents/carers, contributing to meetings to discuss a specific child's progress as appropriate.
13. Establish constructive relationships and communicate with outside agencies and professionals as required to support achievement and pupil progress.
14. Assist as required in monitoring and analysing records of pupils' progress.
15. Utilise ICT in learning activities and develop pupils' competence and independence in its use.
16. Be aware of and comply with policies and procedures relating to safeguarding, child protection, health and safety and security, confidentiality and GDPR, reporting all concerns to an appropriate person.
17. Support and contribute to the overall ethos/work/aims of the school.
18. Assist with group/whole class activities within and away from the classroom/school, such as PE, swimming, educational visits as directed.

19. Participate in personal and professional development activities to meet the changing demands of the job; and encourage and support other staff in their development and training.

20. Attend and participate in relevant meetings as required.

21. Any other duties and responsibilities within the range for the salary grade.

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

This job description may be amended at any time, following consultation between the Headteacher/Deputy Headteacher and the Post-holder. It will be reviewed annually.

Responsible to: Deputy Headteacher

Date Reviewed: December 2023

Person Specification

Job Title: HLTA	Job Number:
Directorate: People	Post Number:
Service: Services for Schools	Grade: 4
Location: Coundon Primary School	

Knowledge	Full working knowledge of relevant policies/codes of practice and understanding of relevant legislation A working knowledge of national curriculum and other relevant learning programmes Understanding of the principles of child development and learning processes and in particular, barriers to learning A full understanding of the range of support services and providers
Skills and Abilities	• Ability to plan effective actions for pupils at risk of underachieving • Ability to self-evaluate learning needs • Ability to relate well to children and adults • To work constructively as part of a team • Effective organisational skills
Experience	• Experience of working with children of relevant age or with general/specific special needs
Educational	• NVQ 3 for Teaching Assistants or equivalent qualification or experience • Excellent literacy/numeracy skills equivalent to NVQ2 in English and Maths • Training in relevant strategies e.g. literacy and/or in a particular curriculum/learning area e.g. ICT, Maths
Special Requirements	This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment