



JOB DESCRIPTION

Job Title: Grade 4 - HLTA

Main Purpose of the Role:

At Whoberley Hall Primary School we are firmly committed to the employment of Education Assistants to enhance the high quality teaching and learning that our children receive. We acknowledge the positive contribution they make to the raising of standards.

- To work collaboratively with the Classroom teachers in their responsibility for the development and education process by utilizing detailed knowledge and specialist skills to undertake 'specified work' and provide care and supervision to children.
- To enable pupils to become more independent learners.
- To help to raise standards of achievement of all pupils.

JOB RESPONSIBILITIES AND TASKS

General

Under the direction and supervision of teaching / senior staff:

- Undertake appropriate planning and preparation of lessons and courses for individuals, groups and whole classes.
- Deliver agreed lessons and learning experiences to individuals, groups and whole classes as required.
- Assess the development, progress and attainment of pupils.
- Report on the development, progress and attainment of pupils to the responsible teacher 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 children with special educational, physical or emotional needs and those who are gifted and talented.
- Use appropriate skills when actively engaged in pre-determined educational activities and work programmes to encourage the intellectual and social development of pupils.
- Assist the teacher in the development and implementation of Special Education Plans e.g. IEPs, PEP's etc for individuals or groups of children.
- Help raise the self-esteem of children by showing interest not only in their work but also in what the children do outside of school.

- Establish constructive relationships with the children providing feedback to them in relation to progress and achievements as directed.
- Promote pupil independence in learning and social skills, reinforcing pupils self esteem through praise and encourage, setting challenging and demanding expectations and rewarding achievement of self-reliance.
- Modelling good practice for all children both in behaviour and in learning.
- Provide physical care and attention for the personal needs of the children including those who are sick.
- Undertake supervision and discipline of pupils within the procedures of the school providing detailed and regular feedback as appropriate.
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Support and contribute to the overall ethos / work / aims of the school.

Support for teachers and pupils

- Work with the teacher in lesson planning, evaluation and adjusting lesson plans for individuals, groups of pupils or a whole class as appropriate.
- Implement agreed learning activities / teaching programmes using strategies in liaison with the teacher, to support pupils to achieve learning goals.
- Monitor and evaluate pupil's responses to learning activities through observation and planned recording of achievements against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters.
- Manage, prepare and maintain equipment and teaching resources for lessons and activities including the control of stock within the classroom.
- Ensure that pupils are able to safely use equipment and materials provided.
- Provide support for local and national learning strategies e.g. Literacy and Numeracy, Early Years
- Support the implementation of programmes designed by other professionals / outside agencies such as educational psychologists and speech and language therapists.
- Liaise sensitively and effectively with other professional staff and when reporting information from/to parents/carers, contributing to meetings to discuss a specific child's progress as appropriate.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and pupil progress.
- Assist the teacher in monitoring and analyzing records of pupils' progress.
- Utilise ICT in learning activities and develop pupils' competence and independence in its use.
- Assist at an appropriate level and within the school's protocols with the provision of general care and welfare of pupils which may include:

- Assist with the personal hygiene routines e.g. toilet training, dressing and undressing
 - The changing of soiled clothing and its disposal in an appropriate way
 - Assist with children's injuries and where appropriately qualified administering first aid
 - Assist with the identification and monitoring of children's general health and welfare
- Assist with group activities within and away from the classroom / school, such as PE, swimming, educational visits.
 - 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.
 - Attend and participate in relevant meetings as required.
 - Assist the teacher in supporting volunteer helpers, trainee teachers or supply staff in the classroom.
 - Adapt to changes in the timetable and unforeseen circumstances efficiently and co-operatively.

All duties and responsibilities must be carried out with due regard to the school's Health and Safety and Equal Opportunities Policy.