

	Stoke Primary School Job Description HLTA Grade 6
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Vacancy Reference No:	Job Number:
Job Title: Higher Level Teaching Assistant Manager	
Directorate: Children Learning & Young People	Post Number:
Service: Education	
Location: Stoke Primary School	Grade: 6

Job Purpose

Utilising advanced knowledge and specialist skills (such as PE, outdoor learning and play therapy) across the whole school to meet the needs of the school.

This role will ensure that there is consistency of teaching, continuity in context and skills, and high standards of learning throughout the school. Where appropriate support all staff, teachers, PE apprentice and LSAs to deliver high quality PE lessons and afterschool activities.

Duties and Responsibilities

Under the direction and supervision of the Senior Leadership Team (SLT) and PE Leader:

- To provide high quality learning opportunities in all areas of work
- Ensure that medium-term planning meets all National Curriculum requirements.
- Review, monitor and evaluate provision and provide feedback to the Senior Leadership Team.
- Support, motivate and advise staff, and work alongside them in the development of their Inclusion Provisions and PE practice, where appropriate.
- Lead by example, through good classroom practice.
- Disseminate information to the staff and provide bespoke 1 to 1 support to promote staff development and improve classroom practice.
- Contribute to action-planning where appropriate and in line with the School Development Plan.
- Maintain an up-to-date knowledge of local and national initiatives, by attending relevant courses in line with specific roles and as agreed with SLT.
- Be responsible for the budget allocated to the subject area and prioritise resource needs as indicated by pupil outcomes and the needs of the school.
- Monitor standards and progress in the relevant subject areas.
- 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.
- To support the PE lead to develop an appropriate range of intra school competitions that challenge and engage all young people.
- Ensure students have access to appropriate opportunities both within and outside of school.

**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 Behaviour Management 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. Assist at an appropriate level and within the school's protocols, with the provision of general care and welfare of pupils which may include:
 - assistance with the personal hygiene routines, e.g. toilet training, changing of incontinent children, dressing and undressing;
 - the changing of soiled clothing and its disposal in an appropriate way;
 - assisting with children's injuries and, where appropriately qualified, administering first aid;
 - assist with the administering of medicines under the direction of **the appropriate medical** staff;
 - assist with the identification and monitoring of children's general health and welfare.
17. 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.
18. Support and contribute to the overall ethos/work/aims of the school.
19. Assist with the supervision of pupils outside of lesson times, including before and after school and during lunchtime as directed.
20. Assist with group/whole class activities within and away from the classroom/school, such as PE, swimming, educational visits as directed.
21. 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.



22. Attend and participate in relevant meetings as required.
23. Organise regular team briefings for HLTAs and have responsibility for the induction of newly appointed HLTAs.
24. Assist in the supervision, training and development of volunteer helpers, students or other staff in the classroom as required.
25. 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: Headteacher

Date Reviewed: March 2022

	Stoke Primary School Job Description HLTA Grade 6
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Job Title: Higher Level Teaching Assistant Manager	Post Number:
Directorate: People	
Service: Services for Schools	Grade: 6
Location: Stoke Primary School	Job Number:

Job Purpose

Utilising advanced knowledge and specialist skills, across the whole school to meet the needs of the school, and ultimately the children. The subject leader for PE will ensure that there is consistency of teaching, continuity in context and skills, and high standards of learning throughout the school. Where appropriate support all staff, teachers, PE apprentice and TAs to deliver high quality PE lessons and afterschool activities.

Duties and Responsibilities

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

- Coordinate the development of a cohesive and effective long-term plan of PE over the whole school.
- Ensure that medium-term planning meets all National Curriculum requirements for PE.
- Review, monitor and evaluate current practice (including schemes and policies) and provide feedback to the Senior Leadership Team.
- Support, motivate and advise staff, and work alongside them in the development of their PE practice, where appropriate.
- Lead by example, through good classroom practice.
- Disseminate information to the staff, and provide INSET to promote staff Development and improve classroom practice.
- Contribute action-planning in the subject for the School Improvement Plan.
- Maintain an up-to-date knowledge of local and national initiatives, by attending relevant courses.
- Be responsible for the budget allocated to the subject area, and prioritise resource needs as indicated in the School Improvement Plan as well as the legal requirement of the PE Sports Grant.
- Monitor standards and progress in the subject area.
- 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.
- Liaise with the Coventry WEST School Games Organiser (SGO), Coventry Primary School Sports Association (CPSSA) and other local schools and organisations to ensure that Holbrook School can take part in events against other schools in a range of activities.
- To develop appropriate range of intra school competitions that challenge and engage all young people that support the SGO events from Level 0 Personal Best events up to inter school competitive events where Holbrook School teams will not just take part but can challenge for representation at CSW level.
- Ensure students have access to appropriate opportunities both within and outside school.
- Maintain records to show rates of participation in events/ competitions and programmes as required as well as implementing other data collection and monitoring programmes as directed by the SGO.

TASKS

26. Plan, evaluate and adjust lessons and work plans for individuals, groups or a whole class as required.
27. Implement agreed learning activities/teaching programmes using agreed strategies to support pupils to achieve learning goals.
28. Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievements against pre-determined learning objectives.
29. Provide objective and accurate feedback and reports as required, to SLT and teachers on pupil achievement, progress and other matters.
30. Establish productive working relationships with pupils providing feedback to them in relation to progress and achievement.
31. Manage, prepare and maintain equipment and teaching resources for lessons and activities.
32. Ensure that the Behaviour Management Policy is adhered to, providing feedback to pupils, teachers and SLT as required.
33. Promote pupil independence in learning, social and mobility skills and employ strategies to recognise and reward achievement.
34. Ensure that pupils are able to safely use equipment and materials provided.



35. Provide support for local and national learning strategies, ensuring that the national curriculum is delivered.
36. Support the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists.
37. 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.
38. Establish constructive relationships and communicate with outside agencies and professionals as required to support achievement and pupil progress.
39. Assist as required in monitoring and analysing records of pupils' progress.
40. Utilise ICT in learning activities and develop pupils' competence and independence in its use.
41. Assist at an appropriate level and within the school's protocols, with the provision of general care and welfare of pupils which may include:
 - assistance with the personal hygiene routines, e.g. toilet training, changing of incontinent children, dressing and undressing;
 - the changing of soiled clothing and its disposal in an appropriate way;
 - assisting with children's injuries and, where appropriately qualified, administering first aid;
 - assist with the administering of medicines under the direction of **the appropriate medical** staff;
 - assist with the identification and monitoring of children's general health and welfare.
42. 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.
43. Support and contribute to the overall ethos/work/aims of the school.
44. Assist with the supervision of pupils outside of lesson times, including before and after school and during lunchtime as directed.
45. Assist with group/whole class activities within and away from the classroom/school, such as PE, swimming, educational visits as directed.
46. 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.
47. Attend and participate in relevant meetings as required.
48. Support SLT in the recruitment and deployment of HLTAs/Teaching Assistants within the school.



49. Organise regular team briefings for HLTAs and have responsibility for the induction of newly appointed HLTAs.
50. Assist in the supervision, training and development of volunteer helpers, students or other staff in the classroom as required.
51. Any other duties and responsibilities within the range for the salary grade.

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Responsible to: Headteacher

Date Reviewed: October 2020



Person Specification

Job Title: Higher Level Teaching Assistant Manager/PE Coordinator for the whole school

Job Number:

Directorate: People

Post Number:

Service: Services for Schools

Grade: 6

Location: Holbrook Primary School

**Job Title: HLTA
Manager
(Mainstream)**

Grade: LEVEL 4

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

Identify areas for development in all three categories:

- Improvement of Physical Education;
- Improvement of Healthy Active Lifestyles
- Improvement of Competitive School Sport

To ensure that the school meets the criteria for PE Sports Grant Funding.

Understand the requirements of the role relating to planning, reviewing the provision annually, monitoring and reporting PE to SLT and school governors.



Skills and Abilities	<ul style="list-style-type: none"> • 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 • Ability to organise, lead and motivate a team • Complete knowledge and understanding of the requirements of the role relating to whole school PE activities
Experience	<ul style="list-style-type: none"> • Experience of working with children of relevant age or with general/specific special needs • Experience of supervising a team • Complete experience and understanding PE requirements within a Primary School setting
Educational	<ul style="list-style-type: none"> • NVQ 4 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, - Level 1 and 2 Coaching qualifications in a range of sports. • Meet Higher Level Teaching Assistant standards. • As recommended by AFPE a Level 2 Multi Skills qualification. • Suitable swimming qualification – ASA Level 1 or STA Level 1.
Special Requirements (ALL)	<p>For posts that are subject to Protection of Children Regulations the following statement must be annotated:</p> <p>* "This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment"</p> <p>* Delete as appropriate</p>