

## HLTA JOB DESCRIPTION

<b>Title of Post:</b>	<b>HLTA</b>
<b>Grade/Hours</b>	<b>Band 3</b>
<b>Responsible to:</b>	<b>Headteacher and Deputy Headteacher</b>
<b>Responsible for:</b>	<b>N/A</b>
<b>Liaison with:</b>	<b>All Staff &amp; Students</b>

**Job Purpose:** The HLTA's role is to complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals and small groups and monitoring, assessing, recording and reporting on students' achievement, progress and development.

### DUTIES

- Deliver lessons to whole classes or large groups of children across the primary age range
- Use detailed knowledge and specialist skills to support and progress students' learning
- Provide feedback to students in relation to progress and achievement.
- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all students within the classroom.
- Support students consistently while recognising and responding to their individual needs.
- Encourage students to interact and work co-operatively with others and engage all students in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Organise and manage an appropriate learning environment and resources.
- Monitor and evaluate student responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Provide objective and accurate feedback on student achievement, progress and other matters.
- Record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and attainment.
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self control and independence.

- Support the role of parents in students' learning and contribute to meetings with parents to provide constructive feedback on student progress/achievement etc.
- Produce lesson plans, worksheets, resources etc.
- Deliver agreed learning activities to students within an agreed system of supervision, adjusting activities according to student responses and needs.
- Use ICT effectively to support learning activities and develop students' competence and independence in its use.
- Select and prepare resources necessary to lead learning activities, taking account of students' interests and language and cultural backgrounds.
- Deliver local and national strategies and make effective use of opportunities provided by other learning activities to support the development of students' skills.
- Comply with and assist with the development of policies relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.

## **GENERAL**

Such other duties relating to the use of the premises and site as may be necessary from time to time in accordance with established local practice or with the reasonable requirements of the school and Governing Body.

The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

It is a requirement to:

- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.