



## **Job Description**

<b>Title of Post:</b>	HLTA
<b>Responsible to:</b>	Headteacher and class teacher
<b>Purpose of Job:</b>	To work with teachers as part of a professional team to support learning activities for classes. The primary focus will be to work under the professional direction of a teacher and within an agreed system of supervision in delivering lessons set by or with teachers. To provide regular PPA cover for teachers and emergency cover for classes when needed.

### **Duties and Responsibilities**

#### **Support for the teacher**

- Organise and manage an appropriate learning environment
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Provide objective and accurate feedback and reports to teachers
- Record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and attainment
- Establish a clear framework for discipline in line with established policy, anticipate and manage behaviour constructively, promoting self-control and independence.
- To plan, in partnership with teachers, lessons to support pupils learning.

#### **Support for pupils**

- Use detailed knowledge and specialist skills to support and progress pupils learning
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance

- Provide feedback to pupils in relation to progress and achievement
- To attend to pupils personal needs including help with social, welfare and health matters including minor first aid and intimate care needs.

### **Support for the curriculum**

- Deliver agreed learning activities to pupils, adjusting activities according to pupil responses/needs
- Use computing effectively to support learning activities and develop pupils' competence and independence in its use
- Select and prepare resources necessary to deliver learning activities, taking account of pupils' interests and language and cultural backgrounds

### **Support for the school**

- Comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- To deliver lessons in cases of short term teacher absence
- To read and understand 'Keeping Children Safe in Education' Part 1 and follow the schools safeguarding procedures.

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

Signed .....

Date .....