



## Job Description

<b>Job Title</b>	HLTA
<b>Grade</b>	3 (to max point)
<b>Reports to</b>	Deputy Headteacher
<b>Responsible for</b>	Learning Support Assistants
<b>Liaison with</b>	Teaching staff, support staff, Deputy Headteacher, SENCo, Headteacher, pupils.
<b>Job Purpose</b>	<ul style="list-style-type: none"><li>• To cover classes in the absence of the teacher, as directed by the Headteacher or Deputy Headteacher.</li><li>• To work with teachers as part of a professional team to lead learning activities for classes, groups and individual pupils. The work under the professional direction of a teacher and within an agreed system of supervision in delivering lessons set by or with teachers.</li><li>• HLTAs will be expected to progress pupils' learning and to assess, record and report on development, progress and attainment as agreed with the teacher.</li></ul>
<b>Principal Accountabilities</b>	<ul style="list-style-type: none"><li>• Feedback the progress of pupils, and outcomes of learning, following sessions taught or led.</li><li>• Assist the teacher in planning challenging teaching and learning objectives.</li><li>• Use detailed knowledge and specialist skills to support and progress pupils' learning.</li><li>• Deliver agreed learning activities to pupils, adjusting activities according to pupil responses / needs.</li></ul>
<b>Duties</b>	<p><b>SUPPORT FOR THE TEACHER</b></p> <ul style="list-style-type: none"><li>• Organise and manage an appropriate learning environment.</li><li>• Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.</li><li>• Provide objective and accurate feedback and reports to teachers.</li><li>• Record progress and achievement in lessons / activities systematically and provide evidence of range and level of progress and attainment.</li><li>• Assess outcomes of work for specific focus groups within lessons in line with the school's assessment, marking and feedback policy.</li><li>• Establish a clear framework for discipline in line with established policy, anticipate and manage behaviour constructively, promoting a Growth Mindset, self-control and independence.</li><li>• Support the role of parents in pupils' learning and contribute to / lead meetings with SLT, parents and relevant stakeholders to provide constructive feedback on pupil progress/achievement etc.</li></ul>



	<p><b>SUPPORT FOR PUPILS</b></p> <ul style="list-style-type: none"> <li>• Establish productive working relationships with pupils, acting as a role model and setting high expectations.</li> <li>• Promote the inclusion and acceptance of all pupils within the classroom adhering to personalised EHCPs, one plans and five step response (behaviour plans).</li> <li>• Support pupils consistently whilst recognising and responding to their individual needs.</li> <li>• Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.</li> <li>• Promote independence and employ strategies to recognise and reward achievement of self-reliance.</li> <li>• Provide feedback to pupils in relation to progress and achievement.</li> </ul> <p><b>SUPPORT FOR THE CURRICULUM</b></p> <ul style="list-style-type: none"> <li>• Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.</li> <li>• Select and prepare resources necessary to deliver learning activities, taking account of pupils' interests and language and cultural backgrounds.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.</li> <li>• Contribute positively to the overall ethos / work / aims of the school and Trust.</li> <li>• Establish constructive relationships and communicate with other agencies / professionals, in liaison with the teacher, to support achievement and progress of pupils.</li> <li>• 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.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace.</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.</li> <li>• The Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> </ul> <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher or Deputy Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>