Job description HLTA

Job Title	HLTA
Reports to	Headteacher
Liaison with	Headteacher, Other staff, Parents
Job Purpose	• To be responsible for planning and preparing lessons/learning activities and to delivering these to primary age children. To be responsible for recording and reporting on development and progress and attainment. (This responsibility will be under the professional oversight of a suitably qualified and experienced teacher –under a system of supervision) to manage and supervise pupil behaviour, and contribute to the maintenance of effective school administration.
Duties	• To plan, organise and manage structured learning activities which reflect specific expertise/ knowledge or the national curriculum. • To assess pupils needs using detailed knowledge and specialist skills to support pupil learning, evaluating and adjusting lessons plans. • Supervise pupils delivering learning activities to small groups /classes of pupils adjusting activities within the scope of curriculum in response to pupils learning. • Create a structured positive learning environment against the curriculum or subject area being taught at various stages using resources, equipment etc. • Support the Curriculum Plan with learning programmes. • Monitor pupil responses to learning through observation and structured assessment against predetermined learning objectives, evaluating these with recommendations to improve and advance learning for pupil(s). • Systematically record achievements in lessons, collecting evidence of attainment. • Provide objective and accurate feedback sensitively for pupils, parent etc and producing evidence based reports for a wide variety of audiences. • Ensure the milestones for achievement are challenging and demanding, adjusting activity as requested. • Providing unobtrusive guidance and support to enable pupils to find answers to questions and tasks set, using knowledge of each pupil's differing levels of development and ability to ensure progression and continuity. • Implement local and national learning strategies e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills. • Support the use of ICT as a learning aid (including the use of specialist curriculum software), assisting pupils to develop ICT competence and independent use of systems.

	• Development and determine the need for specialist equipment, to prepare and maintain these as associated with the specific subject area or curriculum key stage and to take the lead in learning activities associated with the equipment. • Mark pupils work, recording progress and achievement. • Prepare and design teaching materials (e.g. lesson sheets, handouts). • Supporting pupils, including those with SEN individually or in small groups , implementing individual education plans, using either specialist knowledge or skills in providing such support (e.g. behaviour management). • Classroom cover supervision – including responding to pupils questions and generally help pupils undertake activities and achieve learning outcomes (may plan prepare/learning activity for cover lesson). • Support the development of literacy and numeracy skills of pupils from a wide variety of backgrounds. • Supervise pupils using a variety of specialist materials/equipment on or off school premises. • Assist with special activities in the school within schools hours (e.g. sports days, plays, concerts, open days) accompany on school visits, projects.
Managing pupil behaviour	• Establish a clear framework for classroom discipline, anticipating and managing behaviour constructively, promoting self-control and independence. • Develop and implement strategies for behaviour management. • Promote positive values, attitudes and good pupil behaviour, dealing with conflicts and incidents. • Manage pupils who are showing socially unacceptable or challenging behaviour. • Establishing productive working relationships with pupils using methods to encourage pupil engagement and participation in activities • Promote the inclusion and acceptance of all pupils within the classroom. • Ensure that pupils play and work together positively and cooperatively, with good behaviour. • Supervising and monitoring pupils in the playground, using the role of games and play in pupil development. • Supervision of pupils at other out of lesson activities.
General Pupil Welfare	• Respond to physical and emotional needs of pupils appropriately making reports in line with school policy. • Promote independence and employ strategies to recognise and reward achievement of self-reliance. • Be responsible for First Aid in the event of accident or injury. • To support the complex medical needs of pupils and the completion of documentation. • Undertake Health and Safety duties relevant to pupils needs (which may include for example, manual handling, restraint, food hygiene and risk assessments).
General School Support	• All activities must be undertaken within the scope of the school's policies. • Monitoring any problems and difficulties and reporting these to the teaching staff. • Keeping or contributing to records of pupil support in line with school policy.

| | Keeping pupil records (attendance registers, chasing absence details compiling lists. Provide clerical support and administrative support e.g. photocopying, typing filing collecting money gathering pupil record stock taking and stationery orders assist in school library, update pupil records. Report pupils and school issues in line with school policies for health and safety, child protection procedures behaviour management policies. Ensure equal opportunities in learning access for all pupils to learn and develop and to have full involvement in school life. Work towards overall school goals. |