



## Job Description

### HLTA Team Leader (KS7)

#### Overall Job Purpose

To supervise and lead a team of Teaching Assistants under the direction of the Inclusion Manager. To provide direct support to the teaching and learning to an assigned group/class of children under the direction of a Teacher.

#### Specific responsibilities include:

##### A. Support for Pupils

1. Ensure and maintain a safe learning environment, dealing appropriately with accidents, emergencies or illness
2. Assisting in preparing the learning environment and the materials used therein
3. Supervising entry and departure of pupils.
4. Support the safeguarding of pupils at all times, reporting any concerns to the DSL.
5. Assist children with disabilities or additional educational needs to participate fully in lesson and school activities
6. Attend to pupils' personal needs including social, health (which can include administering medication or feeding), physical, hygiene, first aid and welfare matters.
7. Promote positive behaviour, managing pupil behaviour to ensure a purposeful learning environment
8. Establish good relationships with pupils', acting as a role model
9. Support learning activities, promoting independent learning
10. Develop and promote positive inter-personal relationships
11. Liaise with parents/carers to identify and meet children's needs
12. Respecting confidential issues linked to home/students/teacher/school work and to keep confidences as appropriate
13. Advance pupils' learning.

##### B. Support for Teachers

- Contribute to the planning, delivery and evaluation of teaching and learning activities under the direction of a Teacher.
- Supervising/implementing scheme/unit of work left in accordance with the school policy.
- Collecting any work completed after the lesson and returning it to an agreed person/place
- Leaving the room in good order at the end of the lesson.
- Support and promote pupil performance and development, maintaining accurate pupil records and communicating assessments to parents/carers.
- Reporting back as appropriate using the schools' agreed referral procedures on the behaviour of pupils during the class and any other issue arising.
- Assess, record and report on development, progress and attainment as agreed with the Teacher.



## C. Team Leader Role

1. Ensure Teaching Assistants are deployed according to school priorities, under the direction of the Inclusion Manager, Support Staff Manager and Year Group Leader.
2. Support and monitor the work of the Teaching Assistants, reporting any performance concerns to the Support Staff / Inclusion Manager.
3. Complete all induction/performance reviews and records for the team and ensure staff development needs are reported to the Support Staff / Inclusion Manager.
4. Monitor sickness absence records for the team.
5. Deal with any minor disciplinary issues that may arise, in consultation with Support Staff Manager and Inclusion Manager.
6. Duties and responsibilities include Lunch Time Play Supervision, unless stated otherwise.
7. To liaise with Year Group Leader (on occasions out of school hours) covering Teacher absence.

## D. Other

1. Reflect on and develop your own practice
2. Attend and contribute to staff/team/school meetings and INSET when required
3. Use Information Technology as appropriate in your role
4. Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms following consultation with the recognised trade unions



## Person Specification

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	Essential	Desirable
<b>Qualifications</b>	Relevant NVQ 3 or equivalent	Additional specialist qualification in education  HLTA  First Aid qualification
<b>Experience</b>	Teaching assistant experience  Experience of supervising or leading adults in a relevant team environment	HLTA experience  Significant, formal experience in leading and/or managing a team in a work
<b>Knowledge</b>	Up to date knowledge and understanding of the practices and procedures relating to the welfare, safety and education of children, including safeguarding	
<b>Key Skills/Competencies</b>	<p>Able to organise, lead and motivate a team</p> <p>Able to develop and maintain good, positive relationships with children and adults</p> <p>Strong team player – demonstrates initiative and flexibility</p> <p>Able to motivate and encourage children to develop to their full potential</p> <p>Sound organisation and prioritisation of own workload</p> <p>Excellent inter-personal and communication skills, including report writing</p> <p>Demonstrates confidentiality as appropriate to the situation</p>	<p>Excellent numeracy, literacy and ICT skills</p>