

Job Description

Job Title:	HLTA
Reports to:	Headteacher
Grade:	FST 6

PRIME OBJECTIVES OF THE POST:

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/groups or short term for whole classes and monitoring pupils and assessing, recording and reporting on pupils achievement, progress and development.

PRINCIPAL ACCOUNTABILITIES

SUPPORTING THE SCHOOL

- To be aware of school policies and procedures and follow the school's ethos.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, behaviour, positive handling, security and confidentiality - reporting all concerns to an appropriate person to ensure pupils' wellbeing.
- To attend relevant meetings and contribute to the overall work/aims of the school, supporting the roles of other colleagues and professionals to enable the school to fulfil its development plans.
- To develop a knowledge of Literacy, Numeracy and other curriculum areas.
- To support colleagues who cover PPA time for class teachers.
- To support colleagues who cover absence for class teachers.
- To identify personal in-service training needs and attend appropriate courses.
- To liaise with teaching and non-teaching staff with regard to preparation for, and working within, lessons.
- To respect the confidentiality of sensitive information divulged by staff, parents and pupils.

SUPPORTING THE TEACHER

- To support teachers in promoting good behaviour in the classroom and across the school
- To support teachers in their delivery of a differentiated curriculum.
- To assist teachers in observing and assessing individual pupils.
- To identify or design suitable teaching materials to facilitate the learning of identified children.
- To provide regular feedback about children's progress.
- To liaise between pupil and teacher where appropriate.
- To assist teachers in the implementation of pupils' IEPs/provision maps.
- Provide clerical/admin support (e.g. typing, photocopying, display, collection and recording of money etc.).
- To undertake basic record keeping in respect of pupil learning, behaviour management, child protection etc. as directed in order to support the teacher in delivering the specific learning programmes set for each child.
- To maintain a clean, safe and orderly working environment – ensuring that equipment/resources/materials are set out as per instructions and used safely.

SUPPORTING THE PUPIL

- To establish a supportive and trusting relationship with pupils.
- To be aware of pupils' individual needs and the strategies most useful for addressing them.
- To help pupils access the content of a lesson by providing differentiated material and/or clarification and explanation.
- To motivate pupils and build up their self-esteem.
- To help with the recording of work.
- To encourage and keep on task those who find it difficult to concentrate.
- To help pupils develop organisation skills and become independent learners.
- To contribute to review meetings and monitoring procedure.
- To liaise with outside agencies and parents.
- To work on a one-to-one basis with pupils as appropriate and help them to meet their individual targets.
- To ensure the children are able to use equipment and material provided.
- To encourage acceptance and inclusion of children with AEN.
- To meet the physical needs of children as required whilst encouraging independence.
- To follow any recommendations in children's behaviour/learning/care plans as directed by the class teacher and/or SENCo.
- To help pupils develop organisational skills and become independent learners.
- To provide pupils with stimulating & challenging play opportunities at play and lunchtimes
- A willingness to provide intimate care as and when necessary following the applicable policies and procedures as set out by FST

GENERAL DUTIES

- To attend playground and lunchtime duty when required to do so.
- To contribute to extra-curricular activities.
- To be responsible for attending to children with minor injuries during playtimes.
- To carry out other duties as requested by the Head Teacher from time to time.
- To participate where possible in in-service training, including occasional staff meetings as and when appropriate.
- To assist with first aid and personal care needs of children.

LINE MANAGEMENT RESPONSIBILITIES WHERE APPROPRIATE

- Where necessary manage other teaching assistants
- Liaise between managers / teaching staff and teaching assistants
- Hold regular team meetings with managed staff
- Represent teaching assistants at teaching staff/management/other appropriate meetings
- Undertake recruitment/induction/appraisal/training/mentoring for other teaching assistants.

This job description describes, in general terms, the normal duties which the post holder will be expected to undertake. However, the job description or the duties contained there may vary or be amended in consultation with the post holder from time to time without changing the level of responsibility associated with this post.

Teaching Assistant

Person Specification

Essential Requirements:

Education and Experience

- 'Full and relevant' (Minimum level 3) to support Early Years Foundation Stage.
[Please click here for further guidance](#)
- Qualified HLTA
- Good numeracy and literacy skills (equivalent to GCSE level, minimum C).
- Experience of general clerical/administrative work.
- Previous experience of working with primary aged children within a learning environment.
- Good ICT knowledge (able to use Microsoft Office confidently).
- Knowledge of policies and procedures relating to child protection, health, safety, equal opportunities and confidentiality.
- Ability to communicate in English with children and adults at an appropriate level verbally and in written form (*both areas to be tested at interview*).
- Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.

Knowledge, Skills and Abilities

- Ability to work as part of a team and to co-operate with other staff.
- An understanding of classroom roles and responsibilities and the ability to use own personal initiative and to be pro-active in a range of situations.
- Willingness to provide necessary personal care to children, including toileting as and when required.
- A current first aid qualification or willingness to successfully complete first aid training.
- Ability and willingness to participate in training activities within school.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

Scope for impact

As a member of support staff in this school, you will make a strong contribution to pupils' learning and achievement. You will provide support to teachers and the school allowing qualified teachers to make even more effective use of their time, professional knowledge, skills and understanding. You will contribute to pupils' learning and you will have a significant impact on pupils' achievement.

Job context

- You will be expected to work effectively with individual pupils and/or small groups under the direction and supervision of a class teacher.
- You will contribute to, and need to demonstrate skills in, planning, monitoring, assessment and class management.
- You will also be expected to work as part of the school team and contribute to plans to ensure the school meets its aims.
- You must work within the relevant policies, codes of practice and legislation reporting any concerns to the relevant person.
- You must have good communications skills to be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required.