

THE
PRIMARY
FIRST
TRUST

Springhead Park
PRIMARY SCHOOL



Higher Level Teaching Assistant Springhead Park Primary School

First for Primary Education

The Primary First Trust
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JOB DESCRIPTION

Job purpose including main duties and responsibilities:-

Title: HLTA.
Responsible to: Head Teacher, SLT, SENCO.
Hours/Weeks: 39 weeks per annum (term time), Full time, 32.5 hours per week.

Main purpose of the job:

To enable pupils' access to learning by supervising, motivating, guiding and assisting pupils (one to one, in small groups, whole class when appropriate) across a wide range of activities including but not restricted to - supporting learning, supporting health care and supporting social interaction.

Job Purpose:

- To cover class teachers during planning, preparation and assessment time leading the learning of the class through the planning provided by the class teacher.
- To cover short term teacher absence leading the learning of the class through the planning provided by the class teacher or partner teacher.
- To promote the development of the physical, social, health and mental well-being of pupils as directed by a teacher and SENCo or Senior Leadership.
- Contribute to the effective organisation of the school with administrative and clerical support.

Key Accountabilities:

- To actively promote the School's Equal Opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place.
- To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery.
- To fully comply with the Health & Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work.
- At the discretion of the Head teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above.
- To work with colleagues to achieve planned objectives and targets both school and child led.
- To participate in career development planning and contribute to the identification of own and team development needs.

Principal Accountabilities:

- To use the planning provided to lead learning in a whole class environment and provide feedback to the class teacher following the cover learning activities.
- To adapt the planning when necessary to respond to the children within the lesson to ensure engagement and challenge.
- Assist with the planning of learning activities by identifying and preparing resources required to support lesson plans, learning outcomes.
- Model the school values and ethos.
- The preparation of materials/equipment (e.g. books, pencils, art supplies, sort games) preparing and clearing up activities with the pupils.
- Maintaining classroom resources and designated areas.
- Assisting with the whole child learning e.g. reading, word and number games, science and art and craft activities, to support learning outcomes using the teachers planned teaching and learning method.
- Provide 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.
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- Supervise individual or small groups of pupils or whole class (where appropriate) undertaking teacher-led learning activities by co-ordinating and explaining basic instructions for the activity, adjusting activities within the scope of the lesson plan and learning outcomes in response to pupils' learning.

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- Assisting pupil achievement by monitoring learning against learning outcomes, informing the teacher of progress/problems.
- Assist pupils to develop their independence through undertaking tasks including health care and intimate care.
- Support the use of IT as a tool to enable learning.
- Support the development of literacy and numeracy skills of pupils from a wide variety of backgrounds.
- Administer and mark routine tests with clearly defined predetermined answers.
- Invigilate exams as required.
- Assist with special activities in the school within school hours (e.g. sports days, plays, concerts, open days) accompany on school visits, projects.
- Ensure that pupils work and play together positively and cooperatively, with good behaviour and upholding the school values and ethos.
- Helping pupils change for practical activities.
- Arrange classroom to create a positive learning environment including arranging classroom displays and shared area displays.

General School Support:

- Be involved in extracurricular activities (e.g. clubs, activities, trips, open days, presentation evenings).
- Provide administrative support, e.g. photocopying, typing, filing, collation of pupil reports.
- Report pupil and school issues in line with the School's policies for health and safety, child protection, behaviour management etc.
- Attend meetings and training sessions as required.

The Primary First Trust and Springhead Park Primary School are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

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PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Qualifications	<p>Excellent numeracy and literacy skills.</p> <p>A*-C GCSE English and Maths.</p>	<p>Meet Higher Level Teaching Assistant standards or equivalent qualification or experience.</p> <p>First Aid training.</p> <p>Training in literacy and or numeracy learning strategies.</p>
Experience	<p>A minimum of two years' experience of working with children preferably in an education setting.</p>	<p>Understanding of behaviour management strategies.</p>
Knowledge and Skills	<p>Good understanding of child development and learning processes.</p> <p>Effective use of ICT and relevant technologies.</p> <p>Ability to work under supervision and independently.</p> <p>Ability to relate well to children.</p> <p>Ability to work constructively as part of a team.</p> <p>Effective oral and written communication skills.</p> <p>Excellent interpersonal skills both in working relationship with young pupils and in forming effective professional relationships with a wide range of contacts.</p> <p>Good organisational and time management skills.</p> <p>Effective time management and organisational skills.</p> <p>Ability to comply with policies and procedures relating to child protection, health, safety and security, confidentiality, data protection and equal opportunities.</p> <p>An understanding of how children learn and how to motivate them.</p> <p>Able to inspire confidence and respect amongst colleagues and the school community.</p> <p>Builds effective and professional working relationships with parents, staff, Governors and the wider community.</p> <p>Is committed to their own professional development.</p> <p>Consistently reflects the highest levels of professionalism as a role model at all times and demonstrates the school's aims and values at all times.</p>	<p>A good understanding of the curriculum and other learning strategies.</p> <p>Understanding of relevant policies and practices.</p> <p>Understanding of statutory frameworks relating to teaching.</p>