

SEVENOAKS PRIMARY SCHOOL



JOB DESCRIPTION FOR AN HLTA

(Fixed Term one year contract from April or September 2023)

Grade : KR6
Responsible to : Deputy Head Teacher

Job Purpose

To work with teachers to organise and support teaching and learning activities for classes. The primary focus is to undertake specified work with individuals, groups and whole classes under the direction and supervision of a qualified teacher.

Key duties and responsibilities

1. Plan, prepare and deliver specified learning activities to individuals, small groups and/or classes modifying and adapting activities as necessary under the direction and supervision of a teacher.
2. Assess, record and report on development, progress and attainment.
3. Liaise with staff and other relevant professionals and provide information about pupils as appropriate.
4. Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision.
5. Assess the needs of pupils and use knowledge and specialist skills to support pupils' learning.
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
7. Teaching Assistants at this level are expected to provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties.

Teaching Assistants in this role may also undertake some or all of the following:

1. Provide short-term cover supervision of classes.
2. Supervise or manage the work and development of other classroom support staff.
3. Be responsible for the preparation, maintenance and control of stocks of materials and resources.
4. Provide pastoral care to pupils for example as head of year or tutor group.
5. Be responsible for pupils who are not working to the normal timetable.
6. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
7. Invigilate exams and tests.
8. Be responsible for the presentation of displays.

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	HLTA qualification
EXPERIENCE	Successful relevant experience of working with children of relevant age within a learning environment
SKILLS AND ABILITIES	Developed skills for communicating with individual, groups and whole classes of pupils to promote learning, including assessing the impact of the communication on recipients and adjusting approach as necessary.
KNOWLEDGE	<p>Full working knowledge of relevant policies, codes of practice and legislation plus working knowledge and experience of implementing national curriculum and other relevant learning programmes.</p> <p>Good understanding of child development with the ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment.</p>

Competencies

Challenge and support – expresses positive expectations

Creating trust – actively contributes

Flexibility – keeps an open mind

Initiative – seizes opportunities and sorts out problems

Managing pupils – gets pupils on task/keep pupils informed

Respect for others – listens/values others

Team working – helps and supports others/shares information