



## Job Description

Name:

Post title: Study Support Manager (HLTA)

Primary location: White Cliffs Primary and Nursery School

Reporting to: Assistant Headteacher and SENCO

Liaising with: Headteacher of School, Trust Leadership Team, School Leadership Team, Deputy Headteacher, teaching and support staff, external agencies, pupils and parents.

Responsibilities:

- To cover classes for teacher absence.
- To cover classes for teachers PPA time.
- To plan learning alongside class teachers.
- Responsible for pupil assessment/progress charts.
- Intervention work – manage, plan and deliver personal support programmes.
- Administration and organisation of teaching and learning resources.
- Under the direction of the teachers and subject co-ordinators to complete gap analysis across the School in their subject.
- To manage the behaviour support plans on a day-to-day basis.
- To be responsible for workforce reform tasks.
- To use ICT effectively.
- To assist with general organisation and preparation of resources and the learning environment.
- To undertake playground duties in accordance with the timetable.
- To undertake lunch duties as directed

Salary/grade: Salary: Kent Range 5

Working time: 32.5 hours per week. Term time plus development days.

Competencies: To exhibit and promote the following:

- Flexibility.
- Initiative.
- Confidence.
- Creating trust.
- Developing potential.
- Respect for others.
- Team working.
- Understanding others.
- Challenge and support.

- Drive for improvement.
- Impact and influence.
- Managing pupils.
- Passion for learning.

Quality assurance:

- To help to implement School/Trust quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation in line with agreed School/Trust procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- To review from time-to-time methods and programmes of work.
- To take part, as may be required, in the review, development and management of activities relating to your area of employment.

Management information: To maintain appropriate records and to provide relevant accurate and up-to-date information as required.

Management of resources:

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist your Line Manager to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School/Trust, department and the pupils.

Staff development:

- To take part in the School/Trust's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas.
- To engage actively in the Performance Management Review process.
- To ensure the effective/efficient deployment of resources.
- To work as a member of a designated team and to contribute positively to effective working relationships within the School/Trust.

Welfare of children: To have responsibility and commitment for safeguarding and promoting the welfare of children and young people that you are responsible for or come into contact with and to inform the Designated Safeguarding Lead of any child protection issues that may arise.

Other specific duties:

- Undertake such duties as may from time to time be reasonably assigned by the Chief Executive Officer operating within the provision of the Pay and Conditions of Employment.
- To play a full part in the life of the School/Trust community, to support its distinctive mission and to encourage staff and students to follow this example.
- To promote actively the corporate policies and show loyalty to the School/Trust.
- To continue personal development as agreed.
- To undertake general first aid training if required.
- To comply with the School/Trust Health and Safety policy and undertake risk assessments as appropriate.

This job description is not necessarily a comprehensive definition. It will be reviewed periodically and when appropriate it may be subject to change or modification at any time after consultation.