

HLTA

GRADE:	Kent Range 7
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RESPONSIBLE TO:	Class Teacher, SENCO, Senior leadership and Head of School
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PURPOSE OF POST:

To collaborate with teachers in planning and delivering programmes of teaching and learning activities for classes. The primary focus is to undertake educational activities with individuals, groups and whole classes within a framework agreed with and under the overall direction and supervision of a qualified teacher.

Main Duties	<ul style="list-style-type: none"> • Plan, prepare and deliver assigned programmes of teaching and learning activities to individuals, small groups and/or classes modifying and adapting activities as necessary under the overall direction and supervision of a teacher • Assess, record and report on development, progress and attainment. • Liaise with staff and other relevant professionals and provide information about pupils as appropriate. • Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision. • Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning. • Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate. • Develop and implement Individual Development Plans for pupils (such as Individual Educational Plans), including attendance at, and contribution to, reviews. • Support the role of parents / carers in pupils' learning and contribute to meetings with parents / carers to provide constructive feedback on pupil progress/achievement etc. • Liaise with external agencies on a regular basis. • To lead and be responsible for running after school clubs when necessary • Teaching Assistants at this level are expected to undertake at least one of the following: <ul style="list-style-type: none"> • Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties. • Provide specialist support to pupils where English is not their first language. • Provide specialist support to gifted and talented pupils. • Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject). • To lead and be responsible for running after school clubs when necessary <p>Teaching Assistants in this role may also undertake some or all of the following:</p> <ul style="list-style-type: none"> • Supervise or manage the work and development of other classroom support staff.
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	<ul style="list-style-type: none"> • Be responsible for the preparation, maintenance and control of stocks of materials and resources. • Provide pastoral care to pupils for example as head of year or tutor group. • Be responsible for pupils who are not working to the normal timetable. • Invigilate exams and tests.
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Wider responsibilities	<ul style="list-style-type: none"> • Understand and apply school policies in relation to health, safety and welfare. • Attend relevant training and take responsibility for own development. • Attend relevant school meetings as required. • Respect confidentiality at all times. • Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • Comply with individual responsibilities, in accordance with the role, for health & safety and Safeguarding in the workplace. • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
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Person Specification	<p>Essential</p> <ul style="list-style-type: none"> • Successful relevant experience of working with children of relevant age within a learning environment • Demonstrate specialist skills that may be appropriate to 7(a-d) above • Good understanding of child development with the ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment • Be able to work calmly under pressure with the ability to adapt quickly and effectively to changing circumstance/situations <p>Desirable</p> <ul style="list-style-type: none"> • Level 3 Diploma (or equivalent) plus knowledge acquired through training and experience to level of professional standards specified for HLTA status plus additional professional development. • Requires knowledge and understanding of National Curriculum requirements in relation to specialist area (e.g. additional needs, curriculum area), including planning, preparing and delivering programmes of learning activities to groups and classes.; also detailed understanding of how pupils of relevant age group(s) and ability learn; relevant learning strategies and methods. • Knowledge and compliance with policies and procedures relevant to child protection and health and safety.
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The Golden Thread Alliance is committed is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Agreed by Postholder:

Date