

JOB DESCRIPTION

JOB TITLE:	HLTA
RESPONSIBLE TO:	Line Manager
LOCATION:	Meopham Community Academy
SALARY GRADE:	KR7
HOURS:	32.5 hours per week, 39 working weeks per year

PURPOSE OF THE POST:

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.

To be responsible for implementing structured learning programmes and supporting pupils as individuals and in groups to access learning activities in and out of the classroom, under the guidance of the Class Teacher and / or senior staff.

Demonstrate consistent high standards of personal and professional conduct, acting within the statutory frameworks, which set out their professional duties and responsibilities and make a positive contribution to the wider life and ethos of the school.

MAIN ROLES AND RESPONSIBILITIES

Key Duties and responsibilities

- 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.
- Assess, record and report on development, progress and attainment.
- Prepare the classroom / outside areas for lessons, ensuring that resources are available and cleared away at the end of the lessons as appropriate.
- To assist the teacher in the raising of attainment by ensuring that all pupils have equal opportunity to fulfil their full potential.
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate.
- Manage the behaviour of pupils whilst they are

	<p>undertaking work.</p> <ul style="list-style-type: none"> • To establish constructive working relationships with pupils, setting high expectations and acting as a positive role model in order to foster enjoyment, enthusiasm and independence. • Ensure inclusion and acceptance of all pupils within the classroom in order to promote equal opportunities. • Keep appropriate records, as agreed with the teacher, to enable objective and accurate feedback to the teacher and pupils. • Contribute to playground, assembly duties etc. as directed by the class teacher and / or SLT. • Collect any completed work after the lesson and return it to the appropriate teacher. • Report back as appropriate using agreed referral procedures on the behaviour of pupils during the class, and any issues arising.
<p>Teaching Assistants at this level are expected to undertake at least one of the following</p>	<ul style="list-style-type: none"> • 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).
<p>Individuals in this role may also undertake some or all of the following</p>	<ul style="list-style-type: none"> • Record basic pupil data. • Support children's learning through play. • Assist with break-time supervision including facilitating games and activities. • Assist with escorting pupils on educational visits. • Support pupils in using basic ICT. • Invigilate exams and tests. • Contribute to the development of policies and procedures. • Provide short- term cover supervision of classes. • Supervise or manage the work and development of other classroom support staff. • Be responsible for the presentation of displays. • Will act as a Mentor to other TAs; demonstrating good practice, upskilling new staff and achieving excellent outcomes for children. • Act as a point of contact for other class based support staff; facilitating effective communication between SLT, teachers and TAs. • Assist with the reception and departure of children at the beginning and end of school sessions. • Assist the supervision of children during events

	e.g. discos (within contracted hours).
General	<ul style="list-style-type: none"> • Be aware of and comply with all policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person to ensure pupils' wellbeing. • Support the safeguarding and welfare of children and young people within the school. • Be aware of and support difference and ensure equal opportunities for all. • Contribute to the overall ethos / aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans. • Participate in training and other learning activities and performance development as required. Share good practice with colleagues, receive support from others in areas of development. • To fulfil any other duties as required by the Head Teacher with the agreement of the post holder.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The job description will be reviewed from time to time to reflect the changes needs and circumstances of the school. Such reviews and any consequential changes will be carried out in consultation with the post holder.

The Golden Thread Alliance 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.

Postholder's signature: _____

Postholder's name: _____

Date: _____

PERSON SPECIFICATION

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Minimum Level 2 or 3 Diploma (or equivalent) in education or childcare, with proficient practical skills. • Level 4 HLTA Certificate or Diploma.
Experience	<ul style="list-style-type: none"> • Successful relevant experience of working with children of relevant age within a learning environment.
Skills and ability	<ul style="list-style-type: none"> • Good communication skills, and be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required. • 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. • Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment. • Numeracy and literacy skills. • Basic IT skills. • Works well in a team. • Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly. • Good influencing skills to encourage pupils to interact with others and be socially responsible. • The ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances / situations.
Knowledge	<ul style="list-style-type: none"> • Knowledge of procedures for supervising pre-prepared learning activities, providing feedback. • Specialist knowledge of behaviour management. • Knowledge of policies and procedures relating to child protection, health and safety, security, equal opportunities and confidentiality. • Basic knowledge of paediatric first aid an advantage.

Postholder's signature: _____

Postholder's name: _____

Date: _____