

**JOB TITLE :** HLTA (Maternity Cover Post - Temporary)

**GRADE :** KR6

**RESPONSIBLE TO:** Line Manager

**Purpose of the Job:**

To work with teachers to organise and support teaching and learning activities for classes. The primary focus is to deliver lessons and specified learning activities set by the teacher with whole classes, individuals and/or small groups under the guidance of a qualified teacher

**Key duties and responsibilities:**

1. Deliver specified learning activities to whole classes, individuals and/or small groups modifying and adapting activities as necessary under the direction and supervision of a teacher
2. Under the direction of the teacher support in the preparation of learning activities and contribute to planning as appropriate
3. In conjunction with the class teacher, assess, record and report on development, progress and attainment using agreed school procedures
4. Liaise with staff and other relevant professionals and provide information about pupils as appropriate
5. In conjunction with the class teacher, contribute to the assessment of 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

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

1. Implement Individual Development Plans for pupils (such as Individual Educational Plans),
2. Support the role of parents / carers in pupils' learning and contribute to meetings with parents / carers to provide routine feedback on pupil progress / achievements etc
3. Provide cover of classes
4. Be responsible for the preparation, maintenance and control of stocks of materials and resources
5. Provide pastoral care to pupils
6. Be responsible for pupils who are not working to the normal timetable

7. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
8. Invigilate exams and tests
9. Be responsible for the presentation of displays.



OFFHAM  
PRIMARY SCHOOL

## Person Specification: HLTA

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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
<b>QUALIFICATIONS</b>	<b>Desirable</b> - Level 2 or 3 Diploma (or equivalent) plus additional knowledge in specialist area; working at or towards professional standards for HLTA where possible
<b>EXPERIENCE</b>	<b>Essential</b> - Successful relevant experience of working with children of relevant age within a learning environment leading whole class lessons
<b>SKILLS AND ABILITIES</b>	<b>Essential</b> - 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.
<b>KNOWLEDGE</b>	<b>Essential</b> - 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.  Good understanding of child development with the ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment.