**River Primary School**

Job Title: HLTA Directorate: Children, Families & Education

Reports to: Class Teacher Line Manager: Assistant Head of School/SENCo

Grade: KR6

**Main purpose**

The HLTA will:

• Plan, prepare and deliver specified learning activities to individuals and/or small groups modifying and adapting activities as necessary under the direction and supervision of a teacher.

• Cover aspects of the teaching day across the school, delivering prepared work to a group or class. This includes PPA or absence.

• Work with class teachers to raise the learning and attainment of pupils.

• Promote pupils’ independence, self-esteem and social inclusion.

• Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement

**Duties and responsibilities**

**Teaching and learning**

• Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including those with special educational needs and disabilities (SEND)

• Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities.

• Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning

• Use effective behaviour management strategies consistently in line with the school’s policy and procedures.

• Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

• Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment

• To cover and lead class teaching as and when appropriate

• Direct the work, where relevant, of other adults in supporting learning

**Planning**

• Read and understand lesson plans shared prior to lessons, if available

• Prepare the classroom for lessons

• Plan how they will support the inclusion of pupils in the learning activities

**Working with staff, parents/carers and relevant professionals**

• Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher

• Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.

• With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with.

• Collaborate and work with colleagues and other relevant professionals within and beyond the school

• Develop effective professional relationships with colleagues.

**Professional development**

• Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness

• Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

• Take part in the school’s appraisal procedures

**Other areas of responsibility**

**Safeguarding**

• Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies

• Promote the safeguarding of all pupils in the school

The HLTA will be required to follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a

comprehensive list of all tasks that the HLTA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

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Post Holder sign and date Headteacher sign and date