

Goldwyn Sixth Form College

Job Description: HLTA (Foundation Study Programme)

Purpose: To work supporting teaching, learning and behaviour, providing general and specific specialist support to students under the direction and guidance of the Teacher.

Key Duties and Responsibilities:

1. Work in close collaboration with the teaching staff to assist in the planning and delivery of a high-quality curriculum (Maths, English PSD, Life Skills and Employability Skills) within the College environment.
2. Support students in social and emotional well-being, reporting problems to the teacher as appropriate. Implementing agreed behaviour management programmes for students with severe emotional problems to ensure students' wellbeing, health, safety and learning needs are met.
3. Set clear, achievable and specific targets in response to students' learning.
4. Build the confidence of students to engage and achieve in the subject.
5. Identify and develop suitable pathways for students experiencing difficulty in engaging with the curriculum
6. Contribute to the learning and motivation of all students
7. Ensure students are challenged and encouraged to engage
8. Record and report on development, progress and attainment as agreed with the teacher.
9. Monitor and record student responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher.
10. Plan and evaluate specialist learning activities with the teacher, writing reports and records as required.
11. Select and adapt appropriate resources/methods to facilitate agreed learning activities.
12. Establish and maintain relationships with families, carers and other professionals as appropriate.
13. Attend staff and curriculum meetings as required
14. Supervise individuals and groups of students throughout the day, including supervision in the classroom and dining areas.
15. Comply with policies, procedures and undertake relevant training relating to child protection, health, safety & security, confidentiality and data protection, reporting all concerns to an appropriate person.

The post also involves covering lessons as and when required.

JOB CONTEXT:

HLTA's will be expected to work effectively with individual students, small groups and whole classes under the direction and supervision of a teacher, AHT or Deputy Head. HLTA's may cover a whole class where a teacher is absent long term or a vacancy exists. This would not be a permanent situation. They will contribute to, and need to demonstrate skills in, planning, monitoring, assessment and class management. HLTA's would also be expected to work as part of the College team and contribute to plans to ensure the College meets its aims.

Health & Safety

- To be ever mindful of the dangers that threaten the wellbeing of students and staff alike
- To supervise the use and care of the learning environment.

Performance Development:

- All staff must complete a satisfactory Performance Review in accordance with the Pay Policy to ensure pay progression

Staff Development:

- To assess development and training needs and discuss with line manager.
- To set your own targets before any development activity (linked to the relevant standards). To review and evaluate the activity after completion, cascading information to the appropriate team when relevant.
- To keep personal records of all staff development activities in which you are/have been involved.

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Principal.

This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post. In addition it may be amended at any time after consultation with you.