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| **Post Holder:** |  | |
| *The description of the duties, responsibilities and accountabilities for the post of HLTA at St Gregory’s Catholic Primary School* | | |
| Responsibility Areas | * Supervise whole classes in teacher’s absence and for PPA cover. * Work collaboratively with teaching staff and assist teachers in the whole planning cycle and the management/preparation of resources. * Provide support for pupils, the teacher and the school in order to raise standards of achievement for all pupils by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes. Encourage pupils to become independent learners, to provide support for their welfare, and support the inclusion of pupils in all aspects of school life. | |
| Accountabilities |  | Work within the Catholic Ethos and the teachings of Christ. |
|  | Implement agreed school policies and guidelines. |
|  | Within an agreed system of supervision and within a pre-determined lesson framework, teach whole classes. |
|  | Plan and prepare lessons under the direction of teachers, evaluating and adjusting lessons/work plans. |
|  | Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupil need. |
|  | Provide detailed verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour, to teachers and pupils. |
|  | Motivate and progress pupils’ learning by using clearly structured, interesting teaching and learning activities. |
|  | Promote and support the inclusion of all pupils, including those with specific needs, both in learning activities and within the classroom. |
|  | Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils. |
|  | Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning. |
|  | Report to parents on the development, progress and attainment of pupils. |
|  | Maintain good order and discipline amongst pupils, in accordance with the school’s behaviour policy. |
|  | Other duties arising; related to the post as discharged by the Senior Leadership Team. |
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| Accountable to | | Headteacher |
| Salary range | | KR6 |
| Signed | | Date: |

**St. Gregory’s Catholic Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment**

**HLTA**

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * HLTA status | * Other relevant qualifications (e.g. Foundation Degree in Education) * National Vocational Qualifications in Supporting Teaching and Learning |
| **Experience** | * Working in school for a minimum of 3 years * Training or expertise in a relevant curriculum or other learning area (e.g. ICT, maths or literacy) * Working with children who have specific special / EAL needs | * Leading and managing other support staff |
| **Knowledge and Understanding** | * HLTA Standards 8 to 16 * Relevant policies, codes of practice and legislation including safeguarding * Multi agency working |  |
| **Skills** | * Demonstrate the HLTA standards 17 to 33 * Plan effective activities for pupils at risk of underachieving; * Develop their knowledge through the evaluation of their own learning needs; * Work independently; * Organise, lead and motivate a team, and work well as part of it * Calm under pressure and able to adapt to change quickly | * Use coaching and mentoring skills with adults and pupils * Demonstrate leadership and line management skills |