

## **JOB DESCRIPTION**

**SCHOOL: HOMEWOOD SCHOOL AND SIXTH FORM CENTRE**

**ASSOCIATE STAFF – GENERIC**

**STAFF NAME:**

**POST TITLE:           HLTA - ENGLISH**

**MINI SCHOOL:**

### **1 - JOB PURPOSE AND ACCOUNTABILITY**

- 1.1 To support the work of the PT English working with individual students and small groups, planning, preparing and delivering lessons sometimes using distance learning or computer aided techniques.
- 1.2 Your immediate responsibility is to:
  1. The PT English
  2. All staff are ultimately responsible to the Principal.

### **2 - GENERIC – ASSOCIATE STAFF**

- 2.1 All staff play a part in the establishment and on- going development of the school and take a positive approach to the raising of standards and the development of the school. They can expect to be involved in appropriate meetings. You will meet weekly with your line manager to review the week's work and work for the coming week.
- 2.2 Most staff can expect to be attached to a Mini School. They will carry out the related duties as agreed and in accordance with their job description. Be prepared to undertake appropriate training if and when required.
- 2.3 All staff are expected to adhere to the schools principles and policies which underpin good practice and the raising of standards.
- 2.4 All staff share with other colleagues the responsibility for the maintenance of good order and adherence to school rules across the student population. All staff are expected to deal with issues that they encounter in an appropriate manner.
- 2.5 All staff are responsible for the health and safety of students within their care, both on and off school premises and when engaged in school activities.
- 2.6 All staff provide support to the management of the school and assist in supporting the teaching and learning process of the school and provide support for school functions as appropriate.
- 2.7 To support the learning process and good administrative practices in the school.
- 2.8 To respond to the requests of teaching staff.

- 2.9 To support other associate staff by covering their duties if they are absent from work.
- 2.9a To carry out other duties as may be reasonably required by the Principal from time to time.

### **3 - GENERAL – APPRAISAL PROCESS**

- 3.1 All staff are expected to contribute to the Associate Staff Review process which involves the setting and reviewing of individual targets.
- 3.2 Review targets may include:
- An empirical target to ensure that progress is measured accurately and effectively
  - A target based on the School Improvement Plan
  - A target which will encourage personal and professional development

### **4 - SPECIFIC DUTIES – HLTA ENGLISH**

- 4.1 To organise and manage an appropriate learning environment for students who for a variety of reasons are not accessing mainstream education on a full time basis.
- 4.2 To set learning objectives to ensure student progress and development takes place.
- 4.3 To support the social, emotional and physical well being of students.
- 4.4 To monitor and evaluate student responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives, providing feedback and reports to teachers in order to provide evidence of the range and level of progress and attainment.
- 4.5 To support the role of parents in students' learning and lead meetings with parents and to provide constructive feedbacks on students' progress to ensure pupils achieve their best results.
- 4.6 To act as a role model and establish clear framework for discipline in line with established policies, anticipate and manage behaviour in order to promote students self control and independence to ensure good behaviour and respect for others is maintained.
- 4.7 To use detailed knowledge and specialist skills to support students' learning, establishing productive working relationships, promoting inclusion and working to support students consistently whilst recognising and responding to individual needs. This will ensure equality of opportunity and ensure learning outcomes are achieved for all students.
- 4.8 To undertake negotiated cover when required for absent colleagues within the department.
- 4.9 To understand comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality, data protection, student

welfare, administration of medicines and first aid, reporting concerns to an appropriate person in order to maintain a safe and secure learning environment.

- 4.10 To contribute to the overall aims and values of the school and establish constructive relationships with other agencies/professionals, in order to support the achievement process, progress and social, emotional and physical wellbeing of students.
- 4.11 To participate in training and other learning activities as required, and attend relevant meetings to ensure own continuing professional development linked to the Maths Department.
- 4.12 To liaise with the Learning Support Department teaching staff, FLO's, school nurse and other staff as appropriate in meeting the needs of individual students.
- 4.13 To undertake other departmental duties, from time to time, as directed by line manager.

**Note**

- 1. The above job description may be reviewed during the academic year. It may also be amended at any time but before this happens you will be given appropriate opportunities to discuss any proposed amendments.