

Wrotham School – Job Description

Name	
Job Title	HLTA
Salary Scale	Kent Range 5
Responsible to	Headteacher/SENCO/ASENCO/
Responsible for	Support the class teacher in the teaching and welfare of children to ensure they attain the targets set within the School. Cover Registration when necessary.
Date	

PURPOSE OF JOB

Support the class teacher in the teaching and welfare of children to ensure they attain the targets set under their individual educational programmes.

DIMENSIONS

Budget: HNF Funding
No of Children: All Statemented / EHCP and SEN students as directed by the SENCO
Subordinates: None

PRINCIPAL ACCOUNTABILITIES

Work with students identified by the SENCO to assist them in developing strategies that will positively impact upon their educational outcomes.

Assist teacher with learning activities ensuring health and safety and good behaviour of pupils (including off-site activities such as trips, swimming etc.).

Support the pupils in accessing learning activities as directed by the teacher to enable pupils' progress towards their targets.

Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop.

Provide clerical/admin support (e.g. typing, photocopying, display, and undertake basic recording keeping in respect of pupil learning, behaviour management, child protection etc. (including liaising with therapists) as directed in order to support the teacher deliver the specific learning programmes set for each child.

Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting any concerns or safeguarding issues to an appropriate person to ensure pupils' wellbeing.

Ensure the maintenance of a clean, orderly and safe working environment making sure that equipment/resources/materials are set out on time and as per instructions received and used safely to enable pupils meet their learning targets.

Contribute to the overall ethos/work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school fulfil its development plans etc.

Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.

Attend relevant meetings.

ADDITIONAL ACCOUNTABILITIES

Undertake 30 minute lunch duties where required.

NECESSARY EXPERIENCE

Good standard of general education (i.e. NVQ level 1 or equivalent) together with good numeracy and literature skills.

Previous experience (1-2 years) of working with children in a SEN setting.

Use basic technology ie computer, video, photocopier.

Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.

Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.

Good influencing skills to encourage pupils to interact with others and be socially responsible.

TEACHING AND LEARNING

Support staff in schools make a strong contribution to pupils' learning and achievement. Learning Mentors and Teaching Assistants provide support to teachers and schools allowing qualified teachers to make even more effective use of their time, professional knowledge, skills and understanding. Support staff contribute to pupils' learning and will have a significant impact on pupils' achievement. Learning Mentors and Teaching Assistants should develop methods of promoting/reinforcing the child's self-esteem.

To develop knowledge of a range of learning support needs and to develop an understanding of the specific needs of the children to be supported.

Taking into account the learning support involved, to aid the children to learn as effectively as possible both in-group situations and on his/her own by:

Clarify and explaining instructions

Ensuring the child is able to use equipment and materials provided

Motivation and encouraging the child as required

Assisting the weaker areas eg, language, behaviour, reading, spelling, handwriting/presentation

Helping pupils to concentrate on and finish work set

Meeting physical needs as required whilst encouraging independence

Liaising with the class teacher and SENCO about individual education plans (IEP's)

ADDITIONAL RESPONSIBILITIES

Supervise and support out of hours Activity/Homework Club

Attending Annual Review for specific Statemented Children

Mentoring

Exam Invigilation

To support NQT registrations

To support ICT within the school

JOB CONTEXT

Teaching Assistants will be expected to work effectively with individual pupils and/or small groups under the direction and supervision of a class teacher. They will contribute to, and need to demonstrate skills in, planning, monitoring, assessment and class management. Teaching Assistants would also be expected to work as part of the school team and contribute to plans to ensure the school meets its aims.

The post holder must work within the relevant policies, codes of practice and legislation reporting any concerns to the relevant person.

The post holder must have good communications skills to be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required.

SignedHeadteacherDated
Mr M Cater

SignedEmployeeDated