



Kingfisher  
Schools Trust  
Achieving Success Together

# HLTA

## Northgate Primary School

*Opportunity, Community, Excellence*



## Job Description

### **Role Purpose:**

To cover for the class teacher during planned or short-term periods of absence. HLTAs are expected to carry out 'specified work' from the Education (Specified Work and Registration) (England) Regulation 2003

### **Key Responsibilities:**

- Planning and preparing lessons for pupils under the supervision/direction of a qualified teacher
- Delivering lessons to pupils
- Assessing the development, progress and attainment of pupils
- Reporting on the development, progress and attainment of pupils
- Undertake a range of other tasks to support learning, e.g. supporting literacy and numeracy work
- Working with pupils, either one-to-one or in small groups, some of whom may have Special Educational Needs
- Maintain and collate records of pupil needs and progress
- Assist teaching staff to ensure that the aims and objectives of the school are achieved
- Undertake tasks to support the curriculum and assist with events organised as part of the curriculum, e.g. organise and schedule pupils' annual review meetings
- Support implementation of government initiatives under the direction of the teacher
- Attend and contribute to SEN and other review meetings if required by the Head Teacher and where appropriate, disseminate information to other Teaching Assistants
- Attend and contribute to school professional development days and staff meetings as required

### **Safeguarding**

- Promote the safety and well-being of children in school through compliance with safeguarding policies and procedures
- Maintain high standards of professionalism in line with the Code of Conduct

### **Other responsibilities**

- Undertake first aid as necessary
- Undertake any other duties in line with your level of responsibility, as directed by the Headteacher and the Deputy Headteacher.



## Personal Specification

Essential Criteria	Desirable Criteria
<p><u>Qualifications &amp; Education:</u></p> <ul style="list-style-type: none"><li>• GCSE English and Maths at grade C or above (or equivalent)</li></ul>	<ul style="list-style-type: none"><li>• Qualified HLTA status or equivalent</li></ul>
<p><u>Experience:</u></p> <ul style="list-style-type: none"><li>• Experience of working in a classroom environment in the primary phase and/or Early Years</li><li>• Experience of leading a group or whole class</li></ul>	<ul style="list-style-type: none"><li>• Experience of working as a HLTA</li></ul>
<p><u>Skills, behaviours and qualities:</u></p> <ul style="list-style-type: none"><li>• Ability to work with the whole class</li><li>• Ability and enthusiasm to motivate pupils</li><li>• Ability to maintain a professional manner in challenging situations</li><li>• Ability to use initiative whilst working within recognised guidelines and procedures</li><li>• A willingness to promote the school's ethos</li><li>• Resourceful, patient and resilient</li><li>• Approachable, friendly manner, and ability to form positive professional relationships with pupils</li><li>• Can-do attitude and a good sense of humour</li><li>• Willingness to be flexible and quickly adapt to suit the needs of the school</li><li>• Excellent behaviour management skills</li></ul>	
<p><u>Professional Development:</u></p> <ul style="list-style-type: none"><li>• Commitment to personal professional development</li></ul>	