

Job Description

Job title: HLTA KS1

Reports to: Headteacher, Deputy headteacher, Assistant Headteacher, PE department

Pay Scale: Scale 6, Point 18

Overall Job purpose:

- To lead and deliver an adapted and inclusive physical education and sports programme for pupils with social, emotional, mental health (SEMH) difficulties.
- Take responsibility for classroom assistance working with class teachers in order to help promote effective teaching and learning for pupils.
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement.
- Support and supervise pupils throughout the school day whilst promoting pupil's independence self-esteem and social inclusion

Duties and Responsibilities

Professional Standards

- To build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and be concerned for their development as learners.
- To demonstrate and promote the positive values, attitudes and behaviour expected from the pupils at all times.
- To work collaboratively with colleagues, and carry out your role effectively, knowing when to seek help and advice.
- To liaise sensitively with parents and carers, recognising their roles in pupils' learning.
- To improve your own practice, including through observation, evaluation and discussion with colleagues.

Planning and Expectations

- To work with colleagues and adapt planning for lessons effectively taking into account pupils' needs and interests.
 - To effectively use other adults in your lessons.
 - To provide feedback to pupils and colleagues on pupils' learning and behaviour.
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- To select carefully the resources required to meet the diversity of pupils' needs and interests.
- To support colleagues to plan for opportunities for pupils to learn
- Support all pupils in their planned work in all curriculum areas, both in small group situations and individually, clarifying and explaining instructions as required to enable them to complete the work to their full ability.
- Work with pupils and assist with their specific areas of learning difficulty in order to encourage independence, maintain personal confidence and enable full potential to be reached ultimately with the minimum of supervision.

Teaching and learning Activities

- To provide lessons based on the national requirements for KS1.
 - To assist in monitoring and recording the progress of individual pupils in accordance with school procedures and reporting to the class teacher.
 - To give oral and written feedback to pupils on their attainment in order to promote further progress.
 - To assist in setting appropriate learning and behaviour expectations of pupils and supporting pupils appropriately to achieve these.
 - To work alongside other adults, including teachers and other support staff.
 - To attend training sessions relevant to the post.
 - Work 1:1 and with groups to support development in coordination, confidence and teamwork.
 - Assist the teacher in keeping a record of events and progress, bringing issues of concern to the class teacher to ensure full pupil data is available to inform assessment and future planning.
 - Assist in keeping records of pupil progress and report achievement in line with school policy.
 - To be flexible with working hours in order to support out of hours learning.
 - To take part in in-service training, relevant performance management arrangements and other meetings as directed in normal contracted working hours; to be conversant with school policies and procedures.
 - To maintain confidentiality at all times with regard to all aspects within the school.
 - Other appropriate duties relevant to the purpose of the post and within the grading and competency of the post holder, as reasonably required by the Head Teacher.
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General Duties

- To play a full part in the life of the school community, to lead its distinctive mission and ethos, and to encourage staff and students to follow this example.
- To lead the school in meeting its legal requirements for worship. To actively promote the school and Trust's corporate policies. To continue personal development as agreed. To lead the implementation and comply with the school's Health and Safety policy and undertake risk assessment as appropriate. To observe the high standards defined in the National Standards of Excellence for Head Teachers
- To undertake annual mandatory and statutory training as directed by the Trust or School.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Developing self and working with others

- Promote and maintain a culture of high expectations for self and others
- Regularly review own practice, set personal targets and take responsibility for own development, seeking advice and support from relevant colleagues

Scope:

The post-holder will be based at one of the Trust Schools and will be expected to work across the Trust, travelling from time to time to school sites. This job description needs to be considered in the context of a developing and evolving situation and, therefore, responsibilities described here may be adapted to meet changing needs.

Safeguarding:

Compass Eko Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Employees are expected to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Trust

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Person Specification

Criteria	Essential	Desirable	How tested Application/ Interview/ Task
Qualification	<ul style="list-style-type: none"> GCSE or equivalent level, including at least a Grade 4 in English and Maths 	<ul style="list-style-type: none"> HLTA qualification or willingness to achieve First Aid qualification Manual Handling Teamteach training 	A/I
Experience	<ul style="list-style-type: none"> Experience working in a school environment or other educational setting Leading PE sessions or sports coaching 	<ul style="list-style-type: none"> Experience working with children with SEN Supporting students with complex needs in active sessions Experience delivering CPD, running inter-school competitions 	A/I/T
Skills & Knowledge	<ul style="list-style-type: none"> Ability to lead and motivate groups Excellent communication and teamwork 	<ul style="list-style-type: none"> Strong understanding of how to adapt sports for pupils with SEND Knowledge of child development and physiotherapy integration 	A/I

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	<ul style="list-style-type: none"> ● Good literacy and numeracy skills ● Good organisational skills ● Ability to build effective working relationships with pupils and adults ● Skills and expertise in understanding the needs of all pupils 	<ul style="list-style-type: none"> ● Ability to manage challenging behaviour ● Familiarity with EHCPs and integrating therapy goals into sessions 	
Personal attributes	<ul style="list-style-type: none"> ● Able to lead and inspire ● Able to work calmly under pressure ● Ability to critically evaluate own performance and make any necessary changes to be more effective ● Enthusiastic, honest, reliable ● A passion for child-centred learning ● Ability to share a dynamic vision for the implementation of programmes and projects ● A sense of purpose and ability to take personal initiative ● A sensible, flexible, open-minded and 	<ul style="list-style-type: none"> ● Stamina and resilience ● Creativity in session planning and team engagement 	A/I

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	<p>responsive attitude to working with others</p> <ul style="list-style-type: none">● Ability to work effectively as part of a team and to have a collegiate attitude● High quality teaching skills● High expectations of pupils' learning and attainment● Strong commitment to school improvement and raising achievement for all● Ability to build and maintain good relationships● Ability to remain positive and enthusiastic when working under pressure● Empathy with children● Good communication skills● Good interpersonal skills		
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