



## Job Description

<b>Post</b>	Higher Level Teaching Assistant (HLTA)
<b>Details: grade, hours, duration, location</b>	NJC Grade SO1, SCP 23-25 Permanent, 30 hours a week term-time only plus 1 additional day Based at Holy Name Catholic Primary School, Cookridge
<b>Responsible to</b>	Headteacher
<b>Purpose of the Post</b>	<p>To complement the professional work with teachers by taking responsibility for agreed learning activities, and at times have responsibility for the class.</p> <p>To advance pupils' learning in the early years setting, including working with individual pupils or groups and whole classes where the assigned teacher is not present, e.g. PPA time or covering short term absence. Activities involve planning, preparing and delivering learning lessons as well as monitoring pupils, assessing, recording and reporting on pupils' achievement, progress and development, under the direction of the class/subject teacher.</p> <p>May have specific responsibilities for the management and development of key areas within the school and/or management of other support staff (minimum of 3) including the allocation and monitoring of work, appraisal and training.</p>
<b>Main duties and responsibilities</b>	<p><b>Supporting Learning &amp; Development</b></p> <ul style="list-style-type: none"> <li>• Cover short term teacher absence and communicate pupil work as planned by the classroom teacher and manage pupil behaviour.</li> <li>• Within an agreed system of supervision, plan teaching and learning objectives, prepare and deliver learning activities and evaluate and adjust lessons/work plans according to pupil responses/needs.</li> <li>• Monitor, record and evaluate pupil responses to learning activities through assessment and monitoring strategies against pre-determined learning objectives.</li> <li>• Interact with pupils in ways that support the development of their ability to think, learn and work independently.</li> <li>• Support the development and implementation of appropriate behaviour management strategies, to anticipate and manage behaviour constructively, promoting self-control and independence.</li> <li>• Support pupils in their social and emotional wellbeing, and develop and implement related social, health and physical programmes.</li> <li>• Take account of the effects of different parenting approaches, background and routines, and be involved in home school liaison.</li> <li>• Encourage and motivate pupils to promote independence and resilience and increase self-esteem.</li> <li>• Participate in the development, implementation and monitoring of systems relating to attendance and integration e.g. registration, truancy, pastoral systems etc.</li> <li>• Accompany or act as a group leader on educational visits, and other activities outside of the classroom, supervising the pupils.</li> <li>• Provide supervision during breaks as required including lunchtime supervision.</li> </ul>



### **Communication**

- Establish constructive and respectful relationships with parents/carers, exchange appropriate information, facilitate their support for their child's attendance, access and learning and support home to school and community links.
- Play an appropriate part in establishing effective relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.

### **Sharing Information**

- Provide objective and accurate feedback and reports on pupil attainment, progress and other matters, ensuring the availability of appropriate evidence.
- Participate in meetings with other staff, external professionals, and parents, regarding pupils, in a support capacity to the teacher, who will normally lead on such matters.
- Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality.
- Participate in staff meetings.
- Share information about pupils with teachers and other professionals as required.

### **Safeguarding and Promoting the Welfare of Children/Young People**

- Assist pupils with personal hygiene and welfare, including physical and medical needs whilst encouraging independence.
- Be responsible for promoting and safeguarding the welfare of pupils that you are responsible for and come into contact with, reporting concerns as appropriate.

### **Administration/Other**

- Organise and manage an appropriate learning environment and resources.
- Co-ordinate the activities of students entering the school for the purpose of work experience/ work placements.
- Support the use of ICT to advance pupils' learning and use common ICT tools for own and pupils' learning.
- Assist with administrative support e.g. dealing with correspondence, compilation/ analysis, reporting on attendance, exclusions etc., making phone calls.
- Under the guidance and supervision of a class teacher be responsible for marking the register or being a key worker.
- Participate in training and appraisal.

### **Data Protection**

- To comply with the school policies and supporting documentation in relation to Information Governance, this includes Data Protection, Information Security and Confidentiality.



#### **Health & Safety**

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.
- Work with colleagues and others to maintain health, safety and welfare within the working environment.

#### **Equalities**

- Promote inclusion and acceptance of all pupils.
- Ensure services are delivered in accordance with the aims of the equality Policy Statement.
- Develop own and team members understanding of equality issues.

#### **Flexibility**

- Holy Name School and The Bishop Wheeler Catholic Academy Trust (BWCAT) provide front line services, which recognise the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with BWCAT Policies and Procedures.

#### **Customer Service**

- Holy Name and BWCAT require a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.
- Holy Name School and BWCAT require that staff offer the best level of service to their stakeholders and behave in a way that gives them confidence. Stakeholders will be treated as individuals, with respect for their diversity, culture and values.

***To be fully aware of and understand the duties and responsibilities with regards to child protection and safeguarding in schools and attend appropriate whole school staff training as and when required***

#### **VARIATION IN ROLE**

Given the dynamic nature of the role and structure of Holy Name, Cookridge it must be accepted that as the school's work develops and changes, there may be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.