



## Chaucer Infant School

### **Job Description – HLTA**

**Purpose of role:** To complement the professional work of teachers under the direction of the Senior Leadership Team, Teachers and SENDCo. This may involve:

- Planning, preparing and delivering learning activities for groups or classes
- Monitoring, assessing, recording and reporting on pupils' achievement, progress and development.

### Areas of Responsibility and Key Tasks

#### Safeguarding

Contribute towards the safeguarding of all pupils by remaining curious and vigilant at all times and reporting any concerns in line with the school's safeguarding policy.

#### Support for pupils

- Assess the needs of pupils and use detailed knowledge and skills to support learning
- Build strong, respectful relationships with pupils, consistently modelling high expectations and supporting wellbeing whilst recognising and responding to their individual needs
- Promote the inclusion and acceptance of all students within the classroom, supporting difference and ensuring all students have equal access to opportunities to learn and develop
- Encourage social interaction, collaboration and active learning, ensuring engagement for all
- Provide responsive and tailored support to pupils that fosters independence and self-esteem
- Offer positive and purposeful feedback to promote pupils' progress and support behaviour

#### Support for the teacher

- Organise and manage appropriate learning environments and resources
- Provide objective and accurate feedback on pupil progress to teachers and parents, ensuring the availability of appropriate evidence
- Monitor pupil engagement and evaluate progress and achievement through a range of assessment and monitoring strategies, adapting support accordingly
- Manage behaviour using positive strategies aligned with our school's behaviour policy.

- Support the role of parents in pupils' learning and meet with parents to provide constructive feedback on pupil progress and achievement

#### Support for the curriculum

- Plan challenging and engaging lessons in line with the school's curriculum, making suitable alterations to ensure progress for all
- Use technology effectively to support learning and develop pupils' competence in its use
- Advise on appropriate deployment and use of specialist aid, resources and equipment
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests, abilities, cultures and backgrounds

#### Support for the school

- Comply with and assist with the development of appropriate policies and procedures
- Contribute to the overall ethos and aims of the school
- Establish constructive and appropriate relationships with staff, parents and members of the wider school community
- Attend and participate in staff meetings, training and learning activities as required
- Identify and deliver appropriate out of school learning activities which consolidate and extend work carried out in class within guidelines established by the school
- To support, uphold and contribute to the development of the school
- Demonstrate reflective practice, recognising personal strengths and areas for improvement, using skills to lead, advise and support others where appropriate

Work alongside other staff to communicate with other agencies and professionals to support the wellbeing and progress of students

**This job description is not necessarily a comprehensive definition of the post, duties may vary within this framework in line with its general character and level of responsibility entailed.**