



Holtspur School Job Description

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| Job Title: | HLTA |
| Grade: | Bucks Pay Range 3-4 (Dependent on experience) permanent, Monday to Friday 8.30am to 4:15pm |
| Reporting To: | Deputy Headteacher |
| Hours: | 33.75 hours per week Term Time Only (plus 5 inset days) |

Overall purpose:

To work independently providing Preparation, Planning and Assessment (PPA) cover with a significant commitment to whole class teaching.

To work collaboratively with class teachers to plan, teach and assess an innovative curriculum so all pupils, including pupils with special educational needs and disabilities, may achieve success in line with the school vision, ethos and aims.

To lead, plan, teach and assess learning for groups of pupils across KS2, delivering high-quality teaching and learning experiences that support pupils' progress, attainment, and wellbeing.

Duties and responsibilities

- The post holder will be required to work flexibly as part of the teaching support staff with guidance from the SLT and class teachers to fulfil the following responsibilities:
- Prepare lessons with teachers, contributing to the planning cycle including evaluating and adjusting lessons in response to pupils' needs.
- Teach whole classes as part of PPA provision according to the PPA timetable. Also to provide short-term cover within any age group in response to teacher absence.
- Provide verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour, to teachers and pupils in line with school policy.
- Motivate and progress pupils' learning following school policies and guidance from class teachers
- Organise and safely manage the appropriate learning environment and resources.
- Assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
- Promote and support the inclusion of all pupils, including those with specific needs, both in the classroom as part of first-quality teaching and through intervention work.
- Use positive behaviour management strategies in line with the school's policy and procedures to contribute to a purposeful learning environment and encourage pupils to interact and work cooperatively with others.

- Provide information relating to pupil progress for parents and carers, teachers and senior leaders upon request and to contribute to assigned pupils' annual reports at the request of the pupils' class teachers and SLT.
- In accordance with arrangements made by the Headteacher, progress pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present, in line with regulations and guidance under Section 133 of the Education Act 2002 and School Teachers' Pay and Conditions Document 2017.
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate

Other

- Record basic pupil data
- Assist with break-time/lunchtime supervision including facilitating games and activities
- Assist with escorting pupils on educational visits
- Support pupils in using basic ICT
- Invigilate tests
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
- Adhere to school policies and procedures relating to safeguarding, particularly the Child Protection Policy, Safeguarding Policy. Supporting Children with Medical Needs Policy, Health and Safety Policy and the School Positive Behaviour Policy
- When teaching whole classes, if available deploy teaching assistants and learning support assistants confidently and effectively to best support the academic and behavioural needs of pupils in the class or group
- Attend all briefings, focus meetings and training days, along with sharing good practice with members of staff as part of the commitment to own and others' professional development

The post of HLTA will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school business manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

This post requires a DBS check as it is classed as regulated activity. An Enhanced DBS and satisfactory references will be obtained prior to commencement of employment. An online search will also be carried out as part of due diligence on all short-listed candidates

Signed:

Dated: