	Grove Academy JOB DESCRIPTION
POST TITLE: HLTA (Computing Specialism)	SALARY: Level 5
CONTRACT TYPE: Term-time (plus INSET days) /permanent - (subject to satisfactory completion of probationary period) Monday to Friday to be agreed with Line Manager, 39 weeks 30 minute lunch break daily unpaid	**RESPONSIBLE TO:** Assistant Headteacher

Role Overview

We are seeking to appoint a highly motivated, well-qualified and enthusiastic **HLTA – Computing Specialist** on a permanent basis. The successful candidate will play a key role in supporting the delivery of high-quality computing education across the school, working closely with teachers and the wider staff team to enhance pupils' learning and engagement in computing and digital technologies.

The role will involve planning and delivering one-to-one sessions and small group work, supporting pupils within lessons, and helping to develop pupils' digital skills and confidence. The successful candidate will also contribute to the wider development of computing across the school, supporting staff and pupils to make effective use of technology in teaching and learning.

We are highly ambitious for our students and have strong systems in place to support their progress. Our ambition for our students is matched by the expertise and passion across our staff team.

Main Purpose of the Job

- To support the delivery of **high-quality computing education** across the school, working both independently and as part of a team.

- To play a key role in **supporting pupils' development of computing and digital skills** through targeted interventions, classroom support and enrichment opportunities.

- To help **remove barriers to learning, progress and achievement** through mentoring, coaching and tailored support.

- To support teachers in delivering engaging computing lessons and promoting the effective use of technology across the curriculum.

Responsibilities of the Post

Support for Pupils

- Work with groups of pupils under the supervision of the teacher, including the delivery of planned programmes of work.

- Deliver **targeted support sessions and small group interventions** to develop pupils' computing knowledge and digital skills.
- Provide pastoral support where required and support pupils' confidence and engagement in learning.
- Establish productive working relationships with pupils, acting as a positive role model and setting high expectations.
- Promote inclusion and encourage pupils to work collaboratively and engage in learning activities.
- Support pupils while recognising and responding to their individual learning needs.
- Encourage independence and develop pupils' confidence in using technology and digital tools.
- Challenge and motivate pupils, promoting resilience and reinforcing self-esteem.
- Provide feedback to pupils and parents/carers in relation to progress, achievement and engagement with learning.
- Supervise pupils who may be working on alternative learning activities or programmes where required.

Support for Teachers

- Support teachers in the delivery of **computing lessons and digital learning activities**.
- Provide advice, guidance and practical support to staff on the effective use of technology within the classroom.
- Assist with planning and preparing learning activities and resources related to computing.
- Organise and manage appropriate learning environments and resources for computing activities.
- Monitor and evaluate pupil responses to learning activities through observation and planned recording of progress.
- Maintain accurate records of pupil progress and provide reports as required.
- Provide objective feedback to teachers on pupil progress and engagement in learning activities.
- Support teachers with behaviour management strategies both inside and outside the classroom.
- Liaise with parents/carers and external partners where appropriate to support pupil learning and development.

Support for the Curriculum

- Implement agreed learning activities and teaching programmes, adapting activities according to pupil needs.
- Contribute to the development of lesson plans and learning materials.
- Prepare and use specialist equipment and digital resources to support learning.
- Support the use of **ICT and digital technologies across the curriculum**.
- Develop pupils' competence and independence in using technology safely and effectively.
- Support enrichment activities such as **coding clubs, digital learning projects and computing-based activities**.

- Produce effective displays and materials that celebrate pupil achievement in computing.

Support for the School

- Contribute to the wider ethos and aims of the school.
- Comply with and support school policies, including safeguarding, health and safety, confidentiality and data protection.
- Assist in maintaining high standards of health and safety when using digital equipment and resources.
- Maintain positive working relationships with colleagues and contribute to a collaborative staff team.
- Support pupils during educational visits, enrichment activities and school events where appropriate.
- Participate in staff meetings, training and professional development activities.
- Share expertise in computing and digital learning to support colleagues across the school.

Other Aspects of the Role

The HLTA must carry out their duties with full regard and commitment to the policies of the Governing Body and the Academy.

All elements of specified teaching work undertaken by the post holder will be carried out within the school's framework of supervision in line with relevant regulations.

This job description will be updated on a regular basis in consultation with the post holder

The above information is to help staff understand and appreciate the work content of their post and the role they are to play in the organisation. However it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are include in the job description.

Person Specification: HLTA: Computing Specialism

Qualifications:

Criteria	Essential	Desirable	Measured
5 x GCSEs grade C or above including English and Mathematics	✓		App
Numeracy/literacy skills (at a level equivalent to NQF Level 2)	✓		App
NVQ Level 3 for Teaching Assistants or equivalent qualification or experience	✓		App
Existing qualifications or a willingness and ability to undertake HLTA Level responsibilities (refer to HLTA standards)	✓		App/Int
Existing qualifications or a willingness and ability to undertake additional training linked to the support of pupils diagnosed as being on the autistic spectrum	✓		App/Int

Knowledge:

Criteria	Essential	Desirable	Measured
An understanding of the role of the HLTA and other professionals working in the classroom	✓		App / Int
Full working understanding of behaviour management strategies	✓		App
Understanding the principles of child development and learning processes and in particular, barriers to learning	✓		App / Int
Full understanding of the range of support services/providers	✓		App / Int
Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation	✓		App / Int
Existing qualifications or a willingness and ability to undertake additional training related to computing, digital technologies and the effective use of ICT to support pupil learning.	✓		App / Int

Skills & Experience:

Criteria	Essential	Desirable	Measured
Experience of working with or caring for children of a relevant age	✓		App / Int
Experience of working with pupils with additional needs	✓		App / Int
Ability to relate well to children and adults	✓		App / Int

Ability to work as part of a team	✓		App / Int
Ability to use relevant technology e.g. photocopier and interactive whiteboard or touchscreen	✓		App / Int
Ability to plan effective actions for pupils at risk of underachieving	✓		App / Int
Ability to self-evaluate learning needs and actively seek learning opportunities	✓		App/Int
Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.	✓		App/Int
Self-motivation and personal drive to complete tasks to the required timescales and quality standards.	✓		App/Int
The flexibility to adapt to changing workload demands and new school challenges	✓		App/Int
Personal commitment to continuous self-development.	✓		App/Int
A commitment to school improvement.	✓		App/Int
Personal commitment to ensure that the provision of support is equally accessible and appropriate to meet the diverse needs of pupils.	✓		App/Int