

Loughton School Job Description – 25/26

Job Title: HLTA and member of the Creative Arts team

Reports to: Deputy Head (subject champion role)

Staff Supervised directly: SEN support LSA if in class

Key Contacts and Relationships: Head teacher, SLT, teachers, LSA's & children

Overall Purpose (what is the overall purpose of the job?)

To provide the best holistic education possible for the children in your care, whilst covering PPA sessions or absence, which inspires, motivates and challenges them. To develop our children into lifelong learners.

To ensure all safeguarding procedures and policies are followed to protect the children we have in our care.

To promote a love of reading across the school so children become passionate about reading.

To promote the vision and values of the school among all stake holders and the wider community.

Key Accountabilities (what are the main things which the job holder must do in order to achieve the jobs overall purpose?)

Overall responsibilities:

1. To adhere to the 33 standards outlined in the most recent National HLTA Standards (see HLTA Standards overview written by Leeds Trinity University)
2. To meet the targets set out in your performance management
3. To adhere to the guidelines set out for professionals in the SEND Code of practice and Loughton's SEN offer as part of the schools' policies (statutory SEN information report)
4. To adhere to the guidelines set out in KCSIE 2023, all of the school's safeguarding policies and any document referenced within these.
5. To build good relationships with the children and families you teach enabling you to understand how best to meet their needs
6. To implement 'Behaviour on a page' within your daily practice
7. To provide outstanding pastoral care for the children you teach
8. Set a good example to the children in your care in how you conduct yourself daily
9. Deploy support staff effectively using them to enhance the learning taking place
10. To celebrate the success of the children in your class/year team and share this with their families in a variety of different ways

Fulfil wider professional responsibilities:

11. Make a positive contribution to the wider life and ethos of the school
12. Be aware of the policies and practices of the school and share in collective responsibility for their implementation
13. Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
14. Take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues
15. Any other professional duties that may be reasonably assigned by the head teacher

Subject Champion – art – member of the Creative Arts team

16. To champion the subject, you have been asked to be responsible for making sure a broad

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and balanced curriculum is taught where knowledge builds upon itself

17. Monitor and evaluate the teaching and learning of this subject across the whole school collecting evidence to show areas of strength and writing an action plan to address areas of development
18. Take responsibility for improving your own subject knowledge in the area you are a champion of
19. Report/meet termly with the Deputy Head/Head teacher to feed into the whole school development plan
20. Maintain a subject lead folder
21. To be responsible for keep track of stock and ordering new stock when needed. To support the Head teacher when setting the budget making sure they know what the subject area you lead needs.

Key Performance Measures (what are the things which will tell you that the job is being performed to the standard required?)

The children in your care will be safe and happy.

The children in your care will make good progress.

The children in your care will have their individual needs met and catered for.

You will maintain a good reputation among the parents of the children you teach and colleagues in school.

The school will maintain its Ofsted grading of 'good'.

The school will maintain a good reputation in the local area and beyond.

The subject area you champion will provide the children with an all-round education that inspires them to be lifelong learners.

Skills and Competences required in the role (what does the successful performer do in the role)

Demonstrate a good understanding of the Loughton school immersive learning curriculum.

Demonstrate a good understanding of the school vision and values.

Demonstrate a good understanding of the Teaching and Learning policy.

Demonstrate a good understanding of the Behaviour on a Page document.

Demonstrate how to use strategies that will continue to improve achievement and raise standards of attainment.

Demonstrate a creative approach which encourages active learning.

Show a sound understanding of how to use 'Insight tracking tool' to improve achievement and progress.

Demonstrate a clear vision and philosophy for education.

Show very good communication (written and verbal) skills at all levels.

Demonstrate the ability to meet deadlines.

Demonstrate excellent attendance, reliability and time keeping.

Demonstrate a high level of professional commitment to the children of Loughton School by inspiring them.

Demonstrate excellent self-management skills, including the ability to organise and plan one's own time effectively.

Demonstrate the ability to establish good and productive working relationships.

Demonstrate sound, good judgement under pressure.