



# Blessed George Napier Catholic School

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## Job Description

<b>Post Title:</b>	HLTA (Supporting & Delivering Learning)
<b>Salary:</b>	Grade 8 (points 18-23)
<b>Hours:</b>	32 hours per week, Term-Time Only 8.30am-3.30pm on Monday, Wednesday, Thursday and Friday 9 am until 3.30 pm on Tuesday (half an hour unpaid break each day)
<b>Line Manager:</b>	SENCo

### Core Purpose:

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes and monitoring students and assessing, recording and reporting on students' achievement, progress and development.

Responsible for the management and development of a specialist area within the school and/or management of other teaching assistants including allocation and monitoring of work, appraisal and training.

### Main Duties:

#### Support for Students

- Assess the needs of students and use detailed knowledge and specialist skills to support the learning of students
- Develop and implement IEP's
- Establish productive working relationships with students, acting as a role model and setting high Expectations
- Promote the inclusion and acceptance of all students within the classroom
- Support students consistently whilst recognising and responding to their individual needs
- Encourage students to interact and work co-operatively with others and engage all students in
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to students in relation to progress and achievement

#### Support for the Teacher

- Organise and manage appropriate learning environment and resources

- Within an agreed system of supervision, plan challenging teaching and learning objectives, and evaluate and adjust lessons / work plans as appropriate
- Monitor and evaluate students' responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required on student achievement, progress and other matters, ensuring the availability of appropriate evidence
- Record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and attainment
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence
- Support the role of parents in the learning of students and contribute to/lead meetings with parents to provide constructive feedback on student progress/achievement etc. [on a daily basis or as and when needed]
- Administer and assess/ mark tests and invigilate exams/tests
- Production of lesson plans/worksheet plans etc.

#### Support for the Curriculum

- Deliver learning activities to students within an agreed system of supervision, adjusting activities according to student responses / needs
- Deliver local and national learning strategies e.g. literacy, numeracy, KS3/4 and make effective use of opportunities provided by other learning activities to support the development of students' skills
- Use ICT efficiently to support learning activities and develop students' competence and independence in its use.
- Select and prepare resources necessary to lead learning activities, taking account of students' interests and language and cultural backgrounds
- Advise on appropriate deployment and use of specialist aid/ resources/ equipment

#### Support for the School

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos / work / aims of the school
- Establish constructive relationships and communicate with other agencies and external professionals, in liaison with the teacher, to support achievement and progress of students
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting students
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- Deliver out of school learning activities within guidelines established by the school
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class

#### Line management responsibilities where appropriate

- Manage other Teaching Assistants as and when required
- Liaise between manager, teaching staff and teaching assistants
- Represent teaching assistants at teaching staff/management/other appropriate meetings
- Undertake induction/appraisal/training/mentoring for other teaching assistants as and when required

#### Personal Development

- To work positively and constructively with the line manager to identify strengths and agree an action plan in relation to development needs, to set these out in a personal development plan, which will be reviewed regularly with the line manager.
- To engage actively in the performance review/appraisal process
- To be aware of the current national and local issues relating to Education insofar that they affect the post.

#### Other Specific Duties

- To be committed at all times to the safeguarding and protection of children and young people
- To report any child protection concerns to the designated person in the school (please refer to 'Child Protection Policy' on the staffroom notice board)
- During the course of undertaking their duties, all employees will be expected to promote, maintain and uphold fundamental British Values.
- Attend and participate in regular meetings including staff briefing
- Supervise pupils on visits, trips and out of school activities as required
- To undertake other duties within their competence or otherwise appropriate to the grading of the post as required

#### General

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- It is a requirement, in accordance with the guidance of the Catholic Education Service, that staff in Catholic Schools should "have regard to the Roman Catholic character of the school and not do anything in any way detrimental or prejudicial to the interests of the same".
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

#### Health & Safety

- To comply with the school's Health & Safety Policies and undertake risk assessments as appropriate
- To undergo, if requested, basic First Aid training and update courses
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions

- Co-operate with the Headteacher and others responsible for Health and Safety on all issues to do with Health, Safety & Welfare

I agree to uphold the terms of this Job Description

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed April 2026