

ELSTON HALL LEARNING TRUST – JOB DESCRIPTION

Job Title:	HLTA
Pay Range:	Trust Grade 5
Responsible for:	
Responsible to:	Class teacher/Year Leader

Overall purpose of the role

To work under the specific supervision, instruction and guidance of the class teacher to support the teaching and learning activities in the classroom.

Responsibilities

Teaching and learning

- To provide general support to the class teacher in the organisation and management of pupils.
- To assist and support the phase and Teacher, in meeting the educational needs and social development of each child and ensuring the inclusion of all pupils.
- To assist in preparing and setting out work activities, materials and equipment, creating an orderly and supportive learning environment.
- Support and use teacher's planning in order to offer additional support to small groups of pupils or individuals, across the curriculum.
- To assist in and support Intervention programmes of work e.g., English and Maths, including phonics and plan for these where appropriate
- During a short-term absence deliver planned lessons alongside other teaching assistants.
- Monitor pupils' responses to learning activities and accurately record achievement and progress in line with school guidelines in order to implement Individual Education Programmes.
- Mark pupils work in accordance with the schools Marking and assessment policy
- Offer support for individual pupils to enable them to fully participate in activities supporting their emotional and behavioural issues and help develop their social skills.
- To be involved in the presentation of children's work assisting in the provision of a stimulating environment throughout the school.

Whole school

- To support the management of pupil behaviour in line with school behaviour and emotional guidelines.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- To participate in school activities and meetings as appropriate i.e., weekly year group meetings, playground duties setting a good example in terms of dress, punctuality and attendance.

<ul style="list-style-type: none"> • To undertake their duties in a way that secures positive action in respect of both equal opportunities and multi-cultural approach.
<ul style="list-style-type: none"> • To support school policies in the care and welfare of children, sharing information with class teacher and other professionals e.g., School Nurse, on the basis of need to know.
<ul style="list-style-type: none"> • Dress in a professional and appropriate manner, that will further support the school's policy on uniform
<ul style="list-style-type: none"> • Participate in further training and professional development as appropriate where time is made available
<ul style="list-style-type: none"> • Seek to maintain a knowledge of core and foundation subjects.
<ul style="list-style-type: none"> • Provide general clerical and administrative support for the Phase.
<ul style="list-style-type: none"> • Also carry out any additional requests from time to time which are assigned by the Chief Executive, Executive Leader or Headteacher.
<p>Additional specific responsibilities</p>
<p>In the absence of a teacher:</p> <ul style="list-style-type: none"> • Take responsibility for the organisation and routines of the class • Support planning, delivery and assessment of lessons including marking • Attend planning meetings and contribute ideas and suggestions to support lessons • Liaise with year group leader or phase leader • Inform parents regarding the behaviour and learning of pupils in your care if agreed by the year leader/phase leader
<p>General</p>
<ul style="list-style-type: none"> • Contribute to the aims, vision and ethos of the Trust.
<ul style="list-style-type: none"> • Be aware of and adhere to the Trust's and school's policies and procedures in connection with Child Protection and Safeguarding.
<ul style="list-style-type: none"> • Be aware of and adhere to the Trust's and school's policies and procedures in connection with Health & Safety to ensure compliance with the Health and Safety at Work Act (1974) in all premises and sites controlled by the schools.
<ul style="list-style-type: none"> • To ensure that all responsibilities under the Data Protection Act 2018 for the security, accuracy and significance of personal data held on paper or electronic systems are complied with.
<ul style="list-style-type: none"> • Appreciate and support the roles of colleagues and other professionals.
<ul style="list-style-type: none"> • Liaise with parents and carers as appropriate, in order to foster closer links with parents and the community.
<ul style="list-style-type: none"> • To participate in school activities and meetings as appropriate, setting a good example in terms of dress, punctuality and attendance.
<ul style="list-style-type: none"> • To undertake their duties in a way that secures positive action in respect of both equal opportunities and multi-cultural approach.
<ul style="list-style-type: none"> • Dress in a professional and appropriate manner, that will further support the school's policy on uniform
<ul style="list-style-type: none"> • Participate in further training and professional development as appropriate.
<ul style="list-style-type: none"> • The undertaking of such duties which may reasonably be regarded as within the nature of the duties/responsibilities of the post as directed by the Line Manager.