



# Cygnus Academies Trust

Job Description: HLTA

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**Grade:** KSD  
**Responsible to:** Line Manager

**Purpose of the Job:**

To collaborate with teachers in planning and delivering programmes of teaching and learning activities for classes. The primary focus is to undertake educational activities with individuals, groups and whole classes within a framework agreed with and under the overall direction and supervision of a qualified teacher.

**Key duties and responsibilities:**

1. Plan, prepare and deliver assigned programmes of teaching and learning activities to individuals, small groups and/or classes modifying and adapting activities as necessary under the overall direction and supervision of a teacher.
2. Assess, record and report on development, progress and attainment
3. Liaise with staff and other relevant professionals and provide information about pupils as appropriate
4. Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision
5. Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
7. Develop and implement Individual Development Plans for pupils (such as Individual Educational Plans), including attendance at, and contribution to, reviews
8. Support the role of parents / carers in pupils' learning and contribute to meetings with parents / carers to provide constructive feedback on pupil progress/achievement etc
9. Liaise with external agencies on a regular basis
10. HLTAs at this level are expected to undertake at least one of the following:
  - a) Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties
  - b) Provide specialist support to pupils where English is not their first language
  - c) Provide specialist support to gifted and talented pupils
  - d) Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).

HLTAs in this role may also undertake some or all of the following:

1. Supervise or manage the work and development of other classroom support staff
2. Be responsible for the preparation, maintenance and control of stocks of materials and resources
3. Provide pastoral care to pupils
4. Be responsible for pupils who are not working to the normal timetable
5. Invigilate exams and tests

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.



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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<p>HLTA qualification</p> <p>Level 3 Diploma (or equivalent) plus knowledge acquired through training and experience to level of professional standards specified for HLTA status, plus additional professional development.</p> <p>If working towards professional standards for HLTA and prepared to obtain the relevant qualification, pay will be at KR5 until the qualification has been completed.</p> <p>First Aid / Pediatric First Aid qualification would be an advantage</p>
<b>EXPERIENCE</b>	<p>Successful relevant experience of working with children of relevant age within a learning environment.</p>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Have necessary skills to lead whole class activities safely and be able to use a range of strategies to deal with pupil behaviour</li><li>• Ability to use specialist equipment/materials and be able to demonstrate and assist others in their use.</li><li>• Be able to devise and implement structured learning activities, and be able to evaluate their effectiveness and measure pupils' progress, giving written/verbal feedback as required.</li><li>• Ability to relate well to children and adults, understanding their needs and being able to respond accordingly.</li><li>• Good influencing skills to encourage pupils to interact with others and be socially responsible.</li></ul>
<b>KNOWLEDGE</b>	<p>Requires knowledge and understanding of National Curriculum requirements in relation to specialist area (e.g. additional needs, curriculum area), including planning, preparing and delivering programmes of learning activities to groups and classes.; also detailed understanding of how pupils of relevant age group(s) and ability learn; relevant learning strategies and methods.</p> <p>Knowledge and compliance with policies and procedures relevant to child protection and health and safety</p>