



Job Description

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| Post | Higher Level Teaching Assistant (HLTA) |
| Details: grade, hours, duration, location | <p>Salary NJC Grade SO1, Scale Points 23 to 25, £34,434 to £36,363 per annum</p> <p>Fixed Term Maternity Cover until January 2027 (or the return of the post holder, whichever is soonest)</p> <p>Based at Ss Peter and Paul Catholic Primary School.</p> <p>2 days (12 hours) PPA COVER HLTA (Monday and Tuesday)</p> |
| Responsible to | Headteacher |
| Purpose of the Post | <p>To complement the professional work with teachers by providing PPA cover from Years 1-6, as well as 1:1 tuition.</p> <p>Activities involve planning, preparing and delivering whole class lessons as well as monitoring pupils, assessing, recording and reporting on pupils' achievement, progress and development, under the direction of the class teacher.</p> |
| Main duties and responsibilities | <p>Supporting Learning & Development</p> <ul style="list-style-type: none"> • Within an agreed system of supervision, plan teaching and learning objectives, prepare and deliver learning activities and evaluate and adjust lessons/work plans according to pupil responses/needs. • Monitor, record and evaluate pupil responses to learning activities through assessment and monitoring strategies against pre-determined learning objectives. • Interact with pupils in ways that support the development of their ability to think and learn, and work independently. • Support the development and implementation of appropriate behaviour management strategies, to anticipate and manage behaviour constructively, promoting self-control and independence. • Support pupils in their social and emotional wellbeing, and develop and implement related social, health and physical programmes. • Encourage and motivate pupils to promote independence and resilience and increase self-esteem. • Participate in the development, implementation and monitoring of systems relating to attendance and integration e.g. registration, truancy, pastoral systems etc. • Provide supervision during breaks as required. <p>Communication</p> <ul style="list-style-type: none"> • Establish constructive and respectful relationships with parents/carers, exchange appropriate information, facilitate their support for their child's attendance, access and learning and support home to school and community links. • Play an appropriate part in establishing effective relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils. <p>Sharing Information</p> <ul style="list-style-type: none"> • Provide objective and accurate feedback and reports on pupil attainment, progress and other matters, ensuring the availability of appropriate evidence. |

- Participate in meetings with other staff, external professionals, and parents, regarding pupils, in a support capacity to the teacher, who will normally lead on such matters.
- Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality.
- Share information about pupils with teachers and other professionals as required.

Safeguarding and Promoting the Welfare of Children/Young People

- Assist pupils with personal hygiene, and welfare, including physical and medical needs, whilst encouraging independence.
- Be responsible for promoting and safeguarding the welfare of pupils that you are responsible for and come into contact with, reporting concerns as appropriate.

Administration/Other

- Organise and manage an appropriate learning environment and resources.
- Co-ordinate the activities of students entering the school for the purpose of work experience/ work placements.
- Assist with administrative support e.g. dealing with correspondence, compilation/ analysis, reporting on attendance, exclusions etc., making phone calls.
- Under the guidance and supervision of a class teacher be responsible for marking the register or being a key worker.
- Participate in training and appraisal.

Data Protection

- To comply with the school policies and supporting documentation in relation to Information Governance, this includes Data Protection, Information Security and Confidentiality.

Health & Safety

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.
- Work with colleagues and others to maintain health, safety and welfare within the working environment.

Equalities

- Promote inclusion and acceptance of all pupils.
- Ensure services are delivered in accordance with the aims of the equality Policy Statement.
- Develop own and team members understanding of equality issues.

Flexibility

- Ss Peter and Paul Catholic Primary School and The Bishop Wheeler Catholic Academy Trust (BWCAT) provide front line services, which recognise the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with BWCAT Policies and Procedures.

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| | <p>Customer Service</p> <ul style="list-style-type: none"> • Ss Peter and Paul Catholic Primary School and BWCAT require a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • Ss Peter and Paul Catholic Primary School and BWCAT require that staff offer the best level of service to their stakeholders and behave in a way that gives them confidence. Stakeholders will be treated as individuals, with respect for their diversity, culture and values. <p>Other</p> <ul style="list-style-type: none"> • Contribute to the Catholic ethos of the school • Comply with the school's approved policies and procedures • Participate in and support the school's performance management process and attend any relevant training • There may be a requirement to undertake statutory training and to be paid overtime outside of normal school hours on occasion with due notice. <p><i>To be fully aware of and understand the duties and responsibilities with regards to child protection and safeguarding in schools and attend appropriate whole school staff training as and when required</i></p> |
| <p><i>VARIATION IN ROLE</i></p> <p>Given the dynamic nature of the role and structure of the school, it must be accepted that, as the school's work develops and changes, there may be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.</p> | |