

HLTA

Job Description

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Issued: February 2022

Position: HLTA

Grade and Salary: Support Staff Scale Points 15 - 24

Report to: Associate Principal

Core responsibilities: To enable the release 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 and as necessary whole classes, monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development.

OUR VALUES

Caring: demonstrate a caring and nurturing nature when dealing with all stakeholders and external providers

Courteous: ensure all interactions are managed in a courteous manner

Courage: when needed, have inner courage to make the right decision for stakeholders and the Academy

Co-operative: work supportively with all colleagues and stakeholders to ensure goals and objectives are met

Curious: when appropriate, ask relevant questions in a courteous and professional manner, investigating issues to ensure solutions are found.

Conscientious: always work to the best of your ability to ensure high levels of work standards are achieved at all time

PLANNING AND TEACHING

Under the guidance of the class teacher or senior staff, to supervise and teach agreed learning activities to pupils, planning to achieve progression of learning through:

- ◆ identifying clear lesson objectives and specifying how they will be taught and assessed
- ◆ setting tasks, when necessary, which challenge pupils and ensure high levels of interest
- ◆ setting appropriate and demanding expectations
- ◆ setting clear targets, building on prior attainment
- ◆ providing clear structures for lessons maintaining pace, motivation and challenge;
- ◆ making effective use of assessment, ensuring coverage of the appropriate scheme of work
- ◆ ensuring effective teaching when necessary and best use of available time
- ◆ monitoring and intervening to ensure sound learning and discipline
- ◆ ensuring pupils acquire and consolidate knowledge, skills and understanding
- ◆ evaluating their own supervision/teaching role critically to improve effectiveness.

MONITORING, ASSESSMENT, RECORDING, REPORTING

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- provide oral and written feedback to pupils about their progress and achievement
- record pupils' progress and achievement in line with school policy
- mark work according to school policy
- assist the class teacher, as necessary, with the preparation and presentation of reports to parents.

GENERAL

- ◆ to support the stated aims of the school
- ◆ to operate at all times within the stated policies and practices of the school
- ◆ to ensure that all pupils are carefully supervised and take due regard of their health and safety
- ◆ endeavour to give every child the opportunity to reach their potential and meet high expectations
- ◆ establish effective working relationships and set a good example through their presentation and personal and professional conduct
- ◆ attend and participate in meetings as required
- ◆ participate in training and other learning activities as required
- ◆ to undertake any duties, directed by the Headteacher, that the employee has the appropriate training for and is deemed competent to carry out
- ◆ be responsible for safeguarding and promoting the welfare of children you come into contact with.

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Any other duties commensurable with the grade as required

SAFEGUARDING

- To be the eyes and ears of the Safeguarding team of the academy
- To ensure CPOMS is accurately used, managed and updated
- Take an active role in discussing concerns with the Designated and Deputy Designated Safeguarding Leads (DSL and DDSLs)
- Ensure other staff record concerns accurately in line with academy policy
- Ensure actions are acted and followed through

Please note:

This job description reflects the principle accountabilities of the post and identifies the level of responsibility at which the post holder will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews, and any consequential changes, will be carried out after consultation with the post holder.

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HLTA

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Date

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Principal

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Date