

## JOB DESCRIPTION

Job Title:

**HLTA (Primary)**

Location:

**Kings Heath Primary Academy**

**Job Purpose:**

To be part of our fantastic team to secure a first-class education for children. To support the school by leading a class to support the learning outcomes of students.

**Background:**

Kings Heath Primary Academy is an exciting place to work. We deeply care about our staff and ensure wellbeing, workload and fulfilment in roll is at the core of our ethos. We educate our children by challenging, nurturing, and inspiring all to achieve highly to make a positive contribution to our community.

The David Ross Education Trust (DRET) is a network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside and London. We are committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment.

**Reporting To:**

Principal

# KEY RESPONSIBILITIES

## TEACHING

- ★ To create a caring, encouraging and stimulating environment conducive to children learning.
- ★ To prepare and develop teaching materials that support learning experiences.
- ★ Make accurate and productive use of assessment to secure pupils' progress.
- ★ Provide effective feedback and enable pupils to develop positive attitudes to learning
- ★ To use a range of appropriate strategies and follow Academy policies for teaching, behaviour management and classroom management.

## BEHAVIOUR AND SAFETY

- ★ Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
- ★ Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils.
- ★ Have high expectations of behaviour, promoting self-control and independence of all learners.
- ★ Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.

## SAFEGUARDING

- ★ To do all that you can to ensure that you safeguard and promote the welfare of students in the Academy.

## PERSON SPECIFICATION

	Essential	Desirable
<b>Qualifications and Professional Development</b>		
★ Honours degree related to Primary Education or a curriculum subject.		x
★ HLTA Status or willingness to undertake		x
<b>Experience</b>		
★ Experience of teaching, covering classes	x	
★ Experience of managing teaching resources.	x	
★ Experience of working with children from a variety of backgrounds and/or vulnerable groups of pupils.	x	
<b>Skills and Knowledge</b>		
★ Understanding of effective assessment	x	
★ An understanding of good inclusive education and the SEN Code of Practice.	x	
<b>Personal Qualities</b>		
★ Well-motivated, enthusiastic with a can-do attitude.	x	
★ Honesty and integrity.	x	
★ Team working skills.	x	
★ A desire to allow each child the opportunity to fulfil their potential, both academically and on a personal level.	x	
★ To be a positive role model to our pupils.	x	
★ Be flexible and resilient in response to a changing educational environment.	x	

Equal Opportunities		
★ A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best.	X	
Safeguarding		
★ Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, at all times, what is in the best interests of the child.	X	
★ Play an important part in the wider safeguarding of children – identifying concerns, sharing information and taking prompt action to safeguard and protect them.	X	
★ Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children.	X	
Health and Safety		
★ Aware of Health & Safety and Safeguarding as appropriate to role.	X	