



JOB DESCRIPTION

Post Title: HLTA

Reporting to: Headteacher

Grade: Grade E, Point 15-20

1. Job Purpose & Objectives

- 1.1. To support Marlborough Primary Academy in the implementation of its aims, objectives, ethos and learning values as specified in the School Development plan and Policy statements.
- 1.2. To set high standards and expectations in pupil behaviour, attendance and appearance, and to celebrate success and achievements.
- 1.3. The key function of the role is to cover lessons for teaching staff in their absence both planned and unexpected across the whole school.

2. Main Duties & Responsibilities

- 2.1 To check electronic diary daily liaise with the Headteacher daily on cover for the whole school.
- 2.2 To take responsibility for groups or classes of students in the short-term absence of their usual teacher, including:
 - supervising work that has been set in accordance with school policy;
 - liaising with teaching staff with regard to work set for a class;
 - managing the behaviour of students to ensure a constructive environment whilst undertaking work;
 - responding to any questions from students about process and procedure;
 - dealing with any immediate problems or emergencies in accordance with the school's policies and procedures;
 - providing feedback on the work in line with the school's policy;
 - collecting any completed work and resources after the lesson and returning them to the appropriate teacher or subject leader;
 - reporting back, as appropriate, using the school's agreed referral procedures, on the behaviour of students during the class, and any other issues arising;
 - Student registration of a class.
- 2.3 To accompany students on trips, visits and other educational activities.

- 2.4 To undertake a 'duty' as part of the school's duty system (including break and lunch).
- 2.5 Support the work of classroom teachers when not deployed directly covering a class.

- 2.6 Support and contribute to the development of an "activity bank" of resources.
- 2.7 Support and contribute to the creation and maintenance of classroom and whole school displays.
- 2.8 Invigilate internal and/or external examinations.
- 2.9 To act as a First Aider, for which training will be provided and an extra allowance payable upon qualification.
- 2.10 To support general school administration when demand for cover is low.
- 2.11 Participate fully in the School's Self-Review, Performance Management/Staff Review and School Improvement Plan procedures.

Professional Development

- 2.1 Review, from time to time, your role and programmes of work with the school's Headteacher.
- 2.2 Participate in arrangements for your further training and professional development as a Cover Supervisor and to share these experiences with colleagues, both informally and at staff meetings.

3. Additional Responsibilities

- 3.1 To be aware of policies and procedures in relation to the safeguarding of pupils and to report any concerns to the Designated Safeguarding Lead.
- 3.2 To comply fully with the staff code of conduct.

4. Additional Information

At Marlborough Primary Academy it is our practice to vary the specific responsibilities in line with the needs of the school. This will be carried out in consultation with the post holder.

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Business Unit Head or nominated representative (in consultation with the postholder) to reflect the changing needs of the School.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Headteacher or his/her representative.

Person Specification

| 1.0 Qualifications | | Essential | Desirable | How identified |
|-------------------------------|---|------------------|------------------|--|
| 1.1 | Higher Level Teaching Assistant standard or equivalent qualification/experience | ✓ | | |
| 1.2 | A Levels or equivalent | | ✓ | |
| 1.3 | GCSE English and maths | ✓ | | |
| 1.4 | First Aid | | ✓ | |
| 2.0 Experience | | | | |
| 2.1 | Specialist skills/training in curriculum or learning area | | ✓ | Application form References Interview |
| 2.2 | Understanding of child development and learning processes | ✓ | | |
| 2.3 | Understanding of statutory frameworks relating to teaching | ✓ | | |
| 2.4 | Experience of working in a school for at least five years | | ✓ | |
| 3.0 Knowledge | | | | |
| 3.1 | Knowledge of relevant policies/codes of practice/ legislation | ✓ | | Application form References Interview Lesson Observation |
| 3.2 | Knowledge and experience of implementing national and foundation stage curriculum and other relevant learning programmes and strategies | ✓ | | |
| 3.3 | Knowledge of a range of behaviour management strategies. | ✓ | | |
| 4.0 Skills | | | | |
| 4.1 | Have effective oral and written communication skills | ✓ | | Application form References Interview Lesson Observation |
| 4.2 | Form effective professional relationships | ✓ | | |
| 4.3 | Have good organisational and time management skills | ✓ | | |
| 4.4 | Have good ICT skills | ✓ | | |
| 4.5 | Be able to plan effective activities for pupils | ✓ | | |
| 4.6 | Be able to demonstrate the HLTA standards | ✓ | | |
| 4.7 | Be able to work independently | ✓ | | |
| 4.8 | Remain calm under pressure and be able to adapt to change quickly | ✓ | | |
| 5.0 Personal Qualities | | | | |

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|------|---|---|--|--|
| 5.1 | Adaptable | ✓ | | Application form Reference Interview Interview tasks Lesson observation |
| 5.2 | Able to take direction and use own initiative equally well | ✓ | | |
| 5.3 | Calm and have a positive approach | ✓ | | |
| 5.4 | Proactive in approach to work | ✓ | | |
| 5.5 | Discrete and maintain confidentiality | ✓ | | |
| 5.6 | Kind, caring and sensitive to the needs of others | ✓ | | |
| 5.7 | Able to demonstrate high expectations and standards | ✓ | | |
| 5.8 | Resilient | ✓ | | |
| 5.9 | Willing and able to contribute to extra-curricular activities | ✓ | | |
| 5.10 | Committed to the whole life of the school and the wider Trust | ✓ | | |