

JOB TITLE:	HLTA
GRADE:	KSD
ALL STAFF RESPONSIBILITIES:	<ul style="list-style-type: none"> To live our values of collaboration, citizenship, sustainability and achievement. To follow our schools' and Trust's policies and procedures. <ul style="list-style-type: none"> To value lifelong learning and develop skills and knowledge. To adhere to the highest level of safeguarding and child protection.
MAIN PURPOSE OF THE ROLE:	To work collaboratively with teachers and support staff to plan, deliver, and evaluate high-quality teaching and learning activities for individuals, groups, and whole classes. HLTAs play a key role in supporting pupil progress, inclusion, and wellbeing, using specialist skills and knowledge to meet diverse needs. You will confidently use digital technology and innovative approaches to enhance learning and engagement.

MAIN RESPONSIBILITIES

Teaching and Learning

- Plan, prepare, and deliver assigned programmes of teaching and learning activities to individuals, small groups, and whole classes, adapting as necessary under the direction of a teacher.
- Use teaching and learning objectives to plan, evaluate, and adjust lessons/work plans within agreed systems of supervision.
- Assess, record, and report on pupil development, progress, and attainment.
- Develop and implement Individual Development Plans (IDPs), including attendance at and contribution to reviews.
- Liaise with staff, parents/carers, and external agencies to provide information and constructive feedback on pupil progress and achievement.
- Use digital technology and innovative tools to support and enhance pupil learning, engagement, and independence.

Inclusion, Wellbeing & Behaviour

- Provide specialist support to pupils with learning, behavioural, communication, social, sensory, or physical difficulties; pupils with English as an additional language; gifted and talented pupils; or all pupils in a particular learning area (e.g., ICT, literacy, numeracy).
- Support pupils' social and emotional wellbeing, reporting concerns as appropriate.
- Promote positive behaviour and restorative approaches, encouraging pupils to interact and be socially responsible.



- Provide pastoral care and support for pupils, including those not working to the normal timetable.

Wider School Life & Leadership

- Supervise or manage the work and development of other classroom support staff.
- Prepare, maintain, and control stocks of materials and resources.
- Support the role of parents/carers in pupils' learning and contribute to meetings as required.
- Invigilate exams and tests, and assist with routine assessment and admin.
- Support pupils on educational visits, school events, and during break/lunch duties.

Safeguarding & Professional Conduct

- Recognise and report any concerns about pupils' safety, wellbeing, behaviour, or development, following school safeguarding procedures.
- Maintain safe working practices, professional boundaries, and confidentiality.
- Champion equality, diversity, and inclusion in daily practice.
- Complete mandatory safeguarding and professional conduct training.

- This job description outlines the duties of the post at the time of publication.
- Hours and responsibilities may be adjusted to meet the needs of the school.
- The post holder may be asked to carry out other reasonable duties without changing the role's general responsibilities.
- Priorities will be reviewed annually through performance management.

PERSON SPECIFICATION

Areas	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Supporting Teaching and Learning In Schools • Relevant Level 3 or 4 Qualification 	First Aid / Pediatric First Aid qualification would be an advantage
Experience	<ul style="list-style-type: none"> • Successful relevant experience of working with children of relevant age within a learning environment. 	
Skills	<ul style="list-style-type: none"> • Have necessary skills to lead whole class activities safely and be able to use a range of strategies to deal with pupil behaviour • Ability to use specialist equipment/materials and be able to demonstrate and assist others in their use. • Be able to devise and implement structured learning activities and be able 	

	<p>to evaluate their effectiveness and measure pupils' progress, giving written/verbal feedback as required.</p> <ul style="list-style-type: none"> • Ability to relate well to children and adults, understanding their needs and being able to respond accordingly. • Good influencing skills to encourage pupils to interact with others and be socially responsible. 	
Knowledge & Understanding	<ul style="list-style-type: none"> • Requires knowledge and understanding of National Curriculum requirements in relation to specialist area (e.g. additional needs, curriculum area), • Experience of planning, preparing and delivering programmes of learning activities to groups and classes • Detailed understanding of how pupils of relevant age group(s) and ability learn; relevant learning strategies and methods. • Knowledge and compliance with policies and procedures relevant to child protection and health and safety 	
Personal Attributes	<ul style="list-style-type: none"> • Ability to work as part of a team and to co-operate with other staff. • Positive role model for pupils • Hard working, reliable, practical and adaptable 	
Safeguarding & Professional Conduct	<ul style="list-style-type: none"> • To be responsible for promoting and safeguarding the welfare of pupils and young people within the school. • Ability to maintain professional boundaries. • Ability to report concerns promptly and appropriately 	<ul style="list-style-type: none"> • Understanding of Prevent duty, online safety, and e-safety procedures