

**Job title:** HLTA

**Reports to:** SENCO

**Responsible for:** N/A

**Pay Scale:** Scale 6 point 18

**Principal Duties and Responsibilities including Overall Job purpose:**

The HLTA role will involve leading the teaching and learning for whole classes in the absence of the class teacher and for specific group and individual interventions. The successful candidate will be responsible for the planning of learning opportunities and tasks when needed, including the marking and assessment of pupils' learning. The HLTA will be expected to lead on aspects of the wider support worker team.

**General Duties**

- To have due regard to the provisions of Health and Safety at work legislation
- To have due regard to the Trust's Equal Opportunities Policy
- To be aware of the confidential issues regarding this post including adhering to GDPR requirements
- To undertake any other duties that are within the grade and scope of the post, as determined by the Head of School
- To undertake annual mandatory and statutory training as directed by the Trust or School.

**Developing self and working with others**

- Promote and maintain a culture of high expectations for self and others
- Regularly review own practice, set personal targets and take responsibility for own development, seeking advice and support from relevant colleagues

**Scope:**

The post-holder will be based at one of the Trust schools and may be expected to work across the Trust, travelling from time to time to other Trust sites. This job description needs to be considered in the context of a developing and evolving situation and, therefore, responsibilities described here may be adapted to meet changing needs.

**Safeguarding:**

Eko Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Employees are expected to have due

regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Trust

Criteria	Essential	Desirable	How tested
Qualifications	Minimum of Level 2 qualification in English and Mathematics	Yes	Qualification will be assessed via application form.
Experience	Experience working with children and young people	Yes	Application form, / qualification
	Able to build and maintain excellent relationships	Yes	Application form
	Excellent verbal and written communication skills	Yes	Interview / test exercise
	Able to work as part of the wider team and work on own initiative	Yes	Application form/Interview
	Able to work under pressure, plan ahead and prioritise workload	Yes	Interview / test exercise / application form

	Excellent communication skills at all levels, both in school and within the wider school community	Yes	Interview
	Professional at all times, demonstrating and modelling school values	Yes	Application form /interview
	Has experience working to support children in an educational setting or a recent graduate with an interest in social science (including psychology) and is looking to begin a career in the education or health sector	Yes	Application form
	Has experience of successfully leading group and individual programmes and interventions that impact on pupil learning	Yes	Application form/ interview
	Has a good knowledge of the primary and	Yes	Application form

	<p>secondary curriculums</p> <p>Is committed to continuing professional development and is willing to undertake relevant training for this post</p> <p>Is resilient and committed to the challenges of working with pupils with SEMH and SEND needs.</p>	<p>Yes</p> <p>Yes</p>	<p>Interview</p> <p>Interview</p>
Personal attributes	<p>Punctual, dependable and trustworthy</p> <p>Is proactive and actively seeks solutions</p> <p>Discreet, tactful and able to maintain confidentiality</p> <p>Patient, courteous and positive</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Application form / interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>

