


Job title:	HLTA 1 year Fixed Term Contract
Responsible to:	Headteacher and Deputy Headteacher
Manages/Supervises:	None
Location:	Finstock Church of England Primary School and Queen Emma's Primary School. The post holder may be required to carry out work and/or training at any of the MILL Academy Schools as required.
Salary:	Grade 8
Hours:	Monday to Friday 8:00am – 3:30pm, 32.5 hours a week, 35 hours a week with an unpaid 30-minute lunch break, term time only
Disclosure level: 	Enhanced

Role Purpose:

To work under the instruction / guidance of the teacher or senior staff to deliver support to individual or groups of children to enable them to access learning and maximise their chances academically, socially, and morally.

Main responsibilities:

Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Support the teaching of an ambitious broad and balanced curriculum
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Provide feedback on pupil performance and pass observations on to the class teacher
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the school leaders

- To cover and lead class teaching as and when appropriate

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons
- Use our assessments to identify gaps and help to close them through 'additional to and different from' provision

Support for Pupils

- Supervise and provide support for all pupils, including those with special needs, ensuring their safety and access to learning activities;
- Assist with the development and implementation of Learning Plans/Behaviour Plans and Personal Care programmes;
- Establish constructive relationships with pupils and interact with them according to individual needs;
- Promote the inclusion and acceptance of all pupils;
- Encourage pupils to interact with others and engage in learning under the guidance of the teacher;
- Set challenging and demanding expectations and promote self-esteem and independence;
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher;
- Promote high standards of behaviour and attitude and develop independence.
- To support children with intimate care.
- To supervise children with eating during snack and lunchtime.
- Carry out the supervision of pupils out of lesson times, including before school (Breakfast club and pre teach), breaks and at lunchtime;
- To observe and assess learning
- To complete short written contributions to the record of their progress
- To welcome and settle the child at the beginning of sessions.
- To be responsible for home school liaison.
- To pass on knowledge and concerns about the child to the class teacher.

Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses;
- Contribute to the planning, preparation and delivery of provision and interventions.
- Contribute to observations and records of children's development.
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS1, KS2, early years recording achievement and progress and feeding back to the teacher;
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use;
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.
- To be responsibly, by agreement, for activities indoor and outdoor learning environments and to plan, prepare and display appropriate materials (this may include plants and animals).
- To contribute to the development of the EYFS, KS1 and KS2 curriculum with specific areas designated.
- Deliver daily core and foundation subject lessons under the guidance of the teacher.

Support for the School and the Trust

- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop;
- Contribute to the overall ethos/work/aims of the school including the school's Christian Distinctiveness and spiritual development at Finstock Church of England Primary School.
- Appreciate and support the role of other professionals;
- Carry out the supervision of pupils out of lesson times, including before school wraparound care (Breakfast club), breaks and at lunchtime;
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the trip leader.

Additional Responsibilities:

- To hold an Early Years Paediatric First Aid qualification.
- To administer medication, when necessary, in accordance with school policy.
- To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.
- To achieve school outcomes and outputs, and personal appraisal targets, as agreed with the Line Manager.
- To undertake training and constructively take part in meetings, supervision, seminars, and other events designed to improve communication and assist with the effective development of the post and post holder.
- To be committed to the School and Academy's core values and ethos and to demonstrate this commitment in the way duties are carried out.
- Maintain confidentiality and ensure that duties are undertaken with due regard to and compliance with the GDPR, Data Protection and Equality Act at all times.
- To carry out duties and responsibilities in accordance with the School's Health and Safety procedures, the Academy's Health and Safety Policy and relevant Health and Safety legislation.
- Demonstrate consistently high standards of personal and professional conduct; showing tolerance and respect of the rights of others whether other staff, students or parents, observing proper boundaries and having regard to the safeguarding and wellbeing of pupils.
- The post holder is responsible for ensuring all child protection policies are adhered to and that any concerns or incidents are raised in accordance with these policies.
- To undertake any other reasonable tasks commensurate with the grade as are required from time to time at the discretion of Headteacher.

Person Specification

Qualifications and Training	Essential	Desirable
Educated to GCSE, with good grades in Maths & English (C or better, or equivalent)	✓	
Excellent standard of literacy, spelling, grammar, and numeracy	✓	
Qualification or completed training course(s) in relevant ICT skills		✓
Paediatric First Aid Qualification	✓	
Food Hygiene Qualification		✓
Willingness to undertake relevant training	✓	
Experience		
Experience of working with children	✓	

Experience of supporting children in groups or 1:1	✓	
Experience within a school setting	✓	
Personal Skills		
Patient, calm and nurturing	✓	
Reliable, punctual, and responsible	✓	
Positive attitude and willingness to learn	✓	
Able to work well as part of a team	✓	
Flexibility to respond to changing needs	✓	
Resilient	✓	
Committed to professional development and training	✓	
Communication Skills		
Have excellent interpersonal skills and be able to communicate effectively whether verbally or in writing and in the manner appropriate to the individual situation	✓	
Ability to develop good relations with school leaders, school staff, the wider school community, and external stakeholders	✓	