



Shine as Lights in the World
Philippians 2.15

JOB DESCRIPTION - HLTA

Accountable to: Head Teacher

Principle Roles:

To work in partnership with teachers across the whole school as deployed by the Headteacher/designated representative to raise the learning and attainment of all pupils, including those with any identified special education need including EHCPs whilst also promoting their independence, self-esteem and social inclusion. To provide 1st day cover, where possible and to take classes for PPA and other release as deemed appropriate by the Head Teacher.

Professional duties:

The following duties shall be deemed to be included in the professional duties which an HLTA may be required to perform at this school. These duties are similar to those of Teaching Assistants with the added expectation that HLTAs provide teaching cover for 1st day absence, pre-arranged courses and class cover (to cover PPA for example) as required by the Head Teacher.

Teaching and Learning:

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher in and out of class and increase achievement of all pupils including those with special educational needs and disabilities.
- Promote, support and facilitate inclusion by encouraging participation of all pupils, including those with SEND and EHCPs, in learning and extra-curricular activities.
- Use effective behaviour management strategies consistently in line with the school's policy and procedures and know when and how to use Individual Behaviour Plans, rewards and sanctions.
- 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 including in the development and implementation of Pupil Profiles.
- Communicate effectively and sensitively with pupils to adapt to their needs and support their learning.

- Maintain a stimulating and safe learning environment by organising and managing physical teaching space and resources.
- To take large groups, up to a whole class, for short periods (up to one day) at the request of the class teacher / Head Teacher.
- Attend and depart school at times suitable to maintaining the safety and well-being of pupils on days when they are directly responsible for the class: ie no later than 8.30am arrival and no earlier than 3.30 departure on these days.

Knowledge and Understanding:

- Share responsibility for ensuring that their own knowledge and understanding, especially of SEND and disadvantaged pupils' needs, is relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to acquire the appropriate skills, qualifications, and/or experience required for the HLTA role, with support from the school.
- Demonstrate expertise and skills in understanding the needs of all pupils including curriculum design and development within the school
- Demonstrate expertise and skills in understanding the needs of pupils with high-prevalence SEND – for example: Communication and Interaction, SEMH, specific learning difficulties.
- Know how to contribute effectively to the adaptation and delivery of support to meet individual needs.
- Demonstrate a level of subject and curriculum knowledge sufficient to adapt planning and teach classes to an expected standard for a designated period.
- Understand their roles and responsibilities within the classroom and whole school context recognising that these may extend beyond a direct support role.

Working with others:

- Recognise and respect the role and contribution of other professionals, parents and carers by liaising effectively and working in partnership with them.
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with.
- Understand their responsibility to share knowledge to inform planning and decision making.
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.

General duties:

- Assist with the supervision of pupils out of lesson times, including before and after school, break-times and at lunchtime.
- Support visits pupils on visits, trips and out of school activities as required and take responsibility for a group.
- In an emergency, to accompany a child or children to hospital or designated surgery when requested by the Headteacher or designated representative.
- Undertake any other reasonable duties assigned by the Line Manager or Headteacher.

Special Conditions:

The postholder will be subject to an enhanced DBS disclosure and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared.

Wychwood CE Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. At all times ensure that priority is given to the safeguarding of young people and that Safeguarding Policies and Procedures are followed. Members of staff will be expected to follow school policies related to safeguarding, child protection and health and safety.

This Job Description may be amended at any time, according to the changing priorities of the School as identified within the School's strategic plan and in consultation with the post holder.

Having read and understood the job description above, I accept this as a reflection of the job for which I am being employed:

Head Teacher/ Line Manager's signature:

Date:

Post-holder's signature:

Date: