

**JOB TITLE:** **HLTA - General**

**GRADE:** **SCP 25-27, 37 hours, Term time only**

**RESPONSIBLE TO:** **River Tees Multi Academy Trust- Governors and Head teacher**

**JOB PURPOSE:** HLTAs are appointed in an extended role to work as part of a team of teachers and other professionals, under the general direction of the CEO. Successfully achieved HLTA status as established by the relevant professional standards.

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**KEY ACCOUNTABILITIES:**

- a) Contribute to a wide range of teaching and learning activities.
- b) Assist and support the work of qualified teachers with individual pupils, small groups and whole classes where the assigned teacher is not present.
- c) Be a multi-disciplinary team working under the supervision and general direction of a qualified teacher and Team Leader.

**HLTAs will:**

Support the pupils by:

- 1. Liaising sensitively and effectively with River Tees Multi Academy Trust staff and Multi Agencies with regard to their role in pupil learning.
- 2. Having sufficient understanding of their specialist area/phase to support pupils' learning.
- 3. Being familiar with age related expectations of pupils, the main teaching methods and the assessment framework in the relevant subjects/specialism's/age groups.
- 4. Understanding how to use common ICT tools to advance pupils' learning.
- 5. Promoting and reinforcing pupils' self-esteem.
- 6. Contribute to plans/bespoke programs as directed
- 7. Act as a learning mentor for a group of students

Support the teacher by:

- 1. Contributing to teachers' planning and preparation of lessons and providing feedback to pupils and colleagues concerning pupils learning and behaviour.
- 2. Contributing effectively to the selection and preparation of teaching resources that meet the diversity of pupils' needs and interests.
- 3. Evaluating pupils' progress through a range of assessment activities and monitor pupils' participation, progress and responses to learning.
- 4. With the teacher, maintain and analyse records of pupils' progress.
- Support personalised learning programs by:
- 5. Understanding the aims and content of teaching strategies and intended outcomes, and their place in the related teaching programme.
- 6. Understanding the key factors which affect the way pupils learn.
- 7. Being familiar with the guidance about meeting special educational needs given in the Code of Practice.

Support the school by:

- 8. Supporting the Centres policies relating to managing diversity and inclusion, and promoting positive attitudes, values and behaviour.
- 9. Maintaining successful relationships by treating pupils consistently with

respect and consideration.

10. Using a range of strategies to provide a purposeful learning environment and promoting good behaviour.
11. Understanding and implementing all school policies and procedures, including Health and Safety policies.
12. Where appropriate, guiding the work of other adults who are supporting teaching and learning in the classroom.
13. Ensuring the safe organisation of learning activities and the physical teaching space and resources for which they have responsibility.
14. Carrying out any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.
15. Supporting the provision of PPA time for teaching staff.
16. Contribute to self-evaluation, River Tees Multi Academy Trust development plans and all aspects of preparation for inspection and monitoring as required.

Support their own personal development by:

1. Working collaboratively with colleagues.
2. Seeking help and advice as appropriate.
3. Building on and developing prior specialist's knowledge and experience.
4. Undertaking further training as appropriate.
5. Seeking to improve practice via observation and discussion with colleagues
6. Using common ICT tools to develop their own learning.
7. Undertaking appropriate training and CPD as appropriate

## **ADDITIONAL TASKS**

- The post holder will carry out the duties with full regard to River Tees Multi Academy Trust's Equal Opportunities Policy.
- The post holder may be required to transport young people in their own car and therefore must hold a full UK license and have full use to a car which has appropriate insurance.
- The post holder must be committed to safeguarding children.
- The post will be required to undertake any other duties required from time to time, as reasonably which are commensurate with the level of responsibility
- An annual review of this job description and allocation of particular responsibilities will take place as part of the Performance Management Review.

## **GENERAL / MISCELLANEOUS**

The above duties and responsibilities cannot totally encompass or define all tasks which may be required of the incumbent. The outlined duties and responsibilities may, therefore, vary from time to time without materially changing either the character or level of responsibility; these factors are reflected in the post grade.

All employees are expected to demonstrate a commitment to the principles of equal rights both in relation to employment issues and service delivery and to adhere to the policies of the Council in performance of their duties.

All employees are expected to respect all confidentiality and principles and practice of the Data Protection Act.

All post holders are required to comply with Health and Safety policies and legislation.

