**Job Description**

**Job title:** HLTA (SEND support and PPA cover)

**Grade:**

**Salary:**

**Hours:**

**Location:** Shiney Row Primary School

**Responsible to:** Head Teacher

**Purpose of Job**

To support and assist teachers as part of a professional team that contributes to the raising of standards of pupils’ achievement and undertake a range of teaching and learning activities with whole classes and groups under the professional direction and supervision of qualified teachers, in line with the school’s policies and procedures.

**Principal Responsibilities**

1. Providing support for pupils, teachers and the whole school as outlined below.

**Main Duties**

Teaching and learning activities

1. Helping pupils make progress including groups, whole classes, lunchtime groups and after school groups where the assigned teacher is not present.
2. Within an agreed system of supervision; planning challenging teaching and learning objectives and delivering learning activities to pupils, making adjustments according to pupil responses and needs, as appropriate.
3. Planning a personal role in lessons and how to provide feedback to pupils and colleagues on pupils’ learning, progress and behaviour.
4. Support teachers in selecting and preparing teaching resources that meet pupils’ needs and interests.
5. Contributing to identifying and undertaking appropriate out of school learning activities which consolidate and extend work carried out in class/curriculum time.
6. Supporting teachers in evaluating pupils’ progress through a range of monitoring and assessment activities by developing and implementing series of lessons and programmes of learning based on assessment of progress and needs of pupils, using detailed subject knowledge and specialist skills to support pupils’ learning.
7. Monitoring pupils’ responses to learning tasks and modifying their approach accordingly.
8. Monitoring pupils’ participation and progress, giving constructive feedback to support them as they learn.
9. Supporting the role of parents in pupils’ learning and contributing to/leading meetings with parents to provide constructive feedback on pupil progress and achievement.
10. Regularly providing teachers and other colleagues with feedback on pupils’ learning, participation and progress.
11. Administering, assessing and providing accurate assessments on attainment and progress.
12. Contributing to maintaining and analysing records of pupils’ progress.

Support for the Pupil

1. Supporting all pupils included in a mainstream setting.
2. Communicating effectively and sensitively with pupils to support their learning.
3. Promoting and supporting the inclusion of all pupils, e.g. those with special educational needs, pupils from ethnic minority groups and those with disabilities
4. Identify and provide support for those pupils who have a gift or talent for a sport and provide information to staff and parents to provide additional challenge and support.
5. Assisting in the provision of activities for the fullest development of the pupils which may involve work outside the school base and in the local community.

Support for the School

1. Following the school guidelines for absent teachers and providing cover for PE/sport lessons under the agreed system of supervision.
2. Under the direction of teaching staff, provide sporting and activities for groups of pupils at lunchtimes.
3. Line managing the planning and direction of work of teaching assistants in their subject area.
4. Liaising with teaching staff and other colleagues, to ensure adequate levels of support are available to teaching staff and pupils, including timetabling and organisation of resources and curriculum planning.
5. Providing advice, information and demonstrations to other staff and teaching assistants to assist the development of their skills.
6. Supervising and managing the work of other support staff within the educational context e.g. lunchtime supervisors.
7. Being responsible for the organisation and management of the allocated physical teaching space and allocated resources.
8. Helping to maintain a safe environment for pupils and staff.

General Requirements

1. Attending and participating in meetings, training and development activities as required.
2. Participating in schemes of assessment, professional development and review.
3. To establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
4. Being an effective role model for the standards of behaviour expected of pupils.
5. Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and local authority.

**Professional Values and Practices**

1. Having high expectations of all pupils; respecting their social cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
2. Treating pupils consistently with respect and consideration, and being concerned with their development as learners.
3. In line with school’s policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
4. Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
5. Reflecting upon and seeking to improve personal practice.
6. Working within school policies and procedures and being aware of legislation relevant to personal role and responsibility in school.
7. Recognising equal opportunities issues as they arise in school and responding effectively, following schools policies and procedures.
8. Building and maintaining successful relationships with pupils, parents/carers and staff

To undertake any other duties commensurate with the post

The postholder must act in compliance with data protection principles in respecting the privacy of personal information held by the council.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.

The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Council Policies.

The postholder must comply with Council Health and safety rules, regulations and legislation.

Name of Author: P. Ashton

Date: September 2019