Willow Fields Primary School

HLTA Job Description

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| Post Title | HLTA |
| Pay scale | Support staff Scale |
| Overall Purpose | To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or short-term for whole classes and monitoring pupils and assessing, recording and reporting on pupils’ achievement, progress and development. Responsible for the management and development of a specialist area within the school and/or management of other Teaching Assistants including allocation and monitoring of work, appraisal and training. |
| Responsible to | The head teacher |
| Main Responsibilities | * To fulfil all duties in relation to health and safety in order to keep themselves and others in school safe   **Support for Pupils**   * Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils’ learning * Establish productive working relationships with pupils, acting as a role model, and setting high expectations * Develop and implement PPPs * Promote the inclusion and acceptance of all pupils within the classroom * Support pupils consistently whilst recognizing and responding to their individual needs * Encourage pupils to interact and work co-operatively with others and engage all pupils in activities * Promote independence and employ strategies to recognize and reward achievement of self-reliance * Provide feedback to pupils in relation to progress and achievement * Support parents and children by raising attendance and reducing the number of children attending school after the register   **Supporting for Teachers**   * Organize and manage appropriate learning environments and resources * Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans, as appropriate * Monitor and evaluate pupils’ responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives * Provide objective and accurate feedback and reports, as required, on pupil achievement, progress and other matters: ensuring the availability of appropriate evidence * Record progress and achievement in lessons/activities / interventions systematically and providing evidence of range and level of progress and attainment * Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self control and independence * Supporting the role of parents in pupils’ learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc * Administer and assess/mark tests and invigilate exams/tests * Production of lesson plans, worksheets, plans etc   **Support for the Curriculum**   * Deliver learning activities to pupils within agreed system of supervision,   adjusting activities according to pupils’ responses/needs   * Deliver local and national learning strategies e g literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of pupils’ skills e.g. intervention programes * Use ICT effectively to support learning activities and develop pupils’ competence and independence in its use * Select and prepare resources necessary to lead learning activities taking account of pupils’ interests and language and cultural backgrounds * Advise on appropriate deployment and use of specialist aid/resources/equipment   **Support for the School**   * Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person * Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop * Contribute to the overall ethos/work/aims of the school * Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils * Take the initiative, as appropriate, to develop appropriate multi-agency to supporting pupils * Recognize own strengths and areas of specialist expertise and use these to lead, advise and support others * Deliver out of school learning activities within guidelines established by the school * Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class   **Line Management Responsibilities, where appropriate**   * Liaise between Mangers/Teaching Staff and Teaching Assistants * Hold regular team meetings with staff * Represent Teaching Assistants at teaching staff/management/other appropriate meetings |

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| Date ………………  Signed ………………………………………..…..Class teacher  Signed ……………………………………………Head teacher |