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 teacherSigned ……………………………………………Head teacher |