

## JOB DESCRIPTION - Newsham Primary School

<b>Post Title:</b> HLTA	<b>Director/Service/Sector:</b> Children's Services		<b>Office Use</b>
<b>Grade:</b> Band 5	<b>Workplace:</b> Newsham Primary School		<b>JE ref:</b>
<b>Responsible to:</b> SBL/HT/DHT	<b>Date:</b>	<b>Manager Level:</b>	<b>HRMS ref:</b>
<b>Responsible for:</b> Determined by performance management			
<b>Job Purpose:</b> To work under an agreed system of supervision and take the lead role within the school to address the needs of pupils who need particular help to overcome barriers to learning. To cover PPA release. To take a lead in staffing ratios within FSU.			
<b>Resources</b>	<b>Staff</b>	LSA/TA	
	<b>Finance</b>	Collecting Money	
	<b>Physical</b>	School and Classroom Resources	
	<b>Clients</b>	Internal (Teachers, Groups of Children/Whole Class interventions) External (Parents/Carers, External Professionals e.g. EPs, Primary Strategy Consultants etc.	
<p><b>Duties and key result areas:</b></p> <p><b>Support for Pupils</b></p> <ol style="list-style-type: none"> <li>1. Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils learning.</li> <li>2. Develop and implement Pupil Profiles.</li> <li>3. Establish productive relationships with pupils, acting as a role model and responding to the needs of each individual child, acting as a role model and setting high expectations.</li> <li>4. To actively promote inclusive practice within the classroom setting to ensure acceptance of all children.</li> <li>5. Encourage children to play and interact with one another.</li> <li>6. Support pupils consistently whilst recognising and responding to their individual needs.</li> <li>7. To have challenging expectations that encourages children to act independently and build self-esteem.</li> <li>8. Provide feedback to pupils in relation to progress and achievement</li> </ol> <p><b>Support for the Teacher</b></p> <ol style="list-style-type: none"> <li>1. Organise and manage appropriate learning environments and resources for learning.</li> <li>2. Within an agreed system of supervision, plan challenging teaching and learning objectives and evaluate and adjust learning plans as appropriate.</li> <li>3. Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against agreed, predetermined, learning objectives.</li> <li>4. Provide the teacher with accurate and objective feed back on pupil progress and other matters, ensuring the availability of supporting evidence.</li> <li>5. Undertake the maintenance of pupils' records and accurately record achievement.</li> <li>6. Support the teacher in the management of pupil behaviour.</li> <li>7. Establish constructive relationships with parents and carers and participate in feedback sessions as directed.</li> </ol>			

8. Administer and mark tests and invigilate exams.
9. Undertake the marking of pupils' work.
10. Produce lesson plans, work sheets etc.

#### **Support for the Curriculum**

1. Deliver learning activities to pupils within an agreed framework of supervision, adjusting activities to meet pupil needs
2. Deliver local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
3. Support use of ICT in learning and develop pupils' competence and independence in its use.
4. Help pupils access learning activities through specialist support.
5. Advise on appropriate deployment and use of specialist equipment or resources.

#### **Support for the School**

1. Comply with all school policies and contribute to the development of policy relating to:
  - Health and Safety
  - Equal Opportunities
  - Child Protection
  - Confidentiality and data protection.
2. Work in such as to promote the ethos and vision of the school.
3. Participate in training and development, and activities that contribute to the management of performance.
4. Assist with the management of pupils outside the classroom e.g. lunch times and outside the school e.g. school trips as directed by the class teacher and member of the school's management.
5. Attend and participate in regular meetings.
6. Take the initiative, as appropriate, in developing multi agency contacts to support the learning and development of children.

#### **Line management responsibilities**

1. Manage other teaching assistants depending on performance management
2. Liaise between managers or teaching staff and teaching assistants
3. To undertake other duties and responsibilities as required commensurate with the grade of the post.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

#### **Work Arrangements**

Transport requirements:	Required to use own transport to travel within and out-with the County
Working patterns:	Normal work patterns
Working conditions:	Normally indoors

**PERSON SPECIFICATION – Newsham Primary School**

Post Title: HLTA		Director/Service/Sector: Children's Services		Ref:	
Essential		Desirable			Assess by
Knowledge and Qualifications					
Meet the National Standards for HLTAs or equivalent qualification Excellent numeracy and literacy skills( at least NVQ 3 Qualification); Current First Aid Certificate Participated in training related to various national strategies e.g. literacy and numeracy		Degree or degree pending			(a), (i)  (t)
Experience					
Working with children throughout the whole primary age range. Good written skills for observations etc. Planning effective actions for pupils at risk of underachieving Knowledge of primary curriculum		Supervising/taking a lead role with groups of children Counselling Working with children with additional needs Managing other employees			(a), (i)
Skills and competencies					
Effective ICT skills and 3 years experience of using ICT in a learning environment Ability to use other types of learning technology: Whiteboards/Smartboards CD ROM Understanding of codes of practice and recent relevant education; Good understanding of the principles of child development and the learning process Can work as a member of a team, understanding their role in the classroom and associated responsibilities.		NVQ 2 ICT Qualification			(a), (r)  (i)
Physical, mental and emotional demands					
Other					
Good sense of humour Team player Willingness to participate in training and personal development					(i)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits