

Job Description HLTA

Responsible to:	SENCO
Job purpose:	To compliment teachers' delivery of the curriculum and contribute to the development of other support staff, students and academy policies and strategies. To work collaboratively with teaching staff and assist teachers in the whole planning cycle and the management/preparation of resources. To supervise whole classes during the short term absence of teachers. To provide support to students, teachers and the academy in order to raise standards of achievement for all, by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes and to encourage students to become independent learners, to provide support for their welfare, and to support the inclusion of students in all aspects of academy life.
Arrangement:	32.5 hours per week, Term Time Only
Grade:	Grade F, NJC SCP 14-19

DUTIES AND RESPONSIBILITIES:

- To plan and prepare lessons with teachers, participating in all stages of the planning cycle, including lesson planning, evaluating and adjusting lessons/plans
- To develop and prepare resources for learning activities in accordance with lesson plans and in response to student need
- To contribute to the planning of opportunities for students to learn in out-of-school contexts in line with academy policies and procedures
- To teach whole classes covering PPA, within an agreed system of supervision and within a pre-determined lesson framework
- To provide detailed verbal and written feedback on lesson content, student responses to learning activities and student behaviour to teachers and students
- To motivate and progress students' learning by using clearly structured, interesting teaching and learning activities
- To be familiar with lesson plans, IEP targets and learning objectives
- To be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- To promote and support the inclusion of students, including those with specific needs, both in learning activities and within the classroom
- To use behaviour management strategies in line with the academy's behaviour policy to contribute to a purposeful learning environment and encourages students to interact and work cooperatively with others
- To progress students' learning in a range of classroom settings, in accordance with arrangements made by the Principal, including working with individuals, small groups and whole classes where the assigned teacher is not present
- To organise and safely manage the appropriate learning environment and resources

- To promote and reinforce student self-esteem and independence and employ strategies to recognise and reward achievement and self-reliance
- To assist the teacher in encouraging acceptance and integration of students with special needs, or from different cultures and/or with English as an additional language
- To support the role of parents in students' learning and contribute to/lead meetings with parents to provide constructive feedback on student progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times
- To work with teachers, to evaluate students' progress through a range of assessment activities
- To assess students' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs
- To monitor student participation and progress and provide constructive feedback to students in relation to their progress and achievement
- To contribute to programmes of observation and assessment as planned by the teacher and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children
- To provide support for students' pastoral needs
- To provide physical support and maintain personal equipment used by students at the academy
- To foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links
- To supervise students at times other than during lessons according to the academy's duty arrangements
- To support teaching staff and students on visits, trips and out of school activities as required
- To assist teachers by receiving instructions directly from professional or specialist support staff involved in the student's education. These may include social workers, health visitors, language support staff, speech therapists, educational therapists, educational psychologists and physiotherapists.
- To ensure strict confidentiality in all areas of work.
- To work and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- To ensure work is conducted in a way that protects the safety and security of information (e.g. strong passwords, reporting breaches, securing paper records, securely disposing of records).
- To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children's welfare at all times, reporting any concerns to the Designated Safeguarding Officer immediately.
- To comply with the Trust and academy's policies and procedures at all times.

To undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

PERSONAL CONTACTS

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools

Internal: Students, staff, AAB members, parents and other visitors to the academy

Thornaby Academy and Falcon Trust are committed to Safeguarding and promoting the welfare of children and young people. All appointments are subject to satisfactory checks prior to and throughout the duration of employment. All checks are mandatory and must be completed to the satisfaction of the Trust before a conditional offer of employment is confirmed.

NOTES

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description will be reviewed regularly and it may be subject to modification or amendment at any time. This job description does not form part of the contract of employment. It describes the responsibilities that the post holder is expected to perform.