JOB DESCRIPTION
HLTA
37 hours per week
Term time only

Job Title: HLTA

Grade: Grade 5, point range 18 – 22

Job Location: Valley Road Academy

Responsible to: Executive Head Teacher

Purpose of Job:

- To support and assist teachers as part of a professional team to contribute to raising standards of pupils' achievement and to undertake a range of learning activities under the professional direction and supervision of a qualified teacher, in line with the school policies and procedures.

Principal Responsibilities

- Providing support for pupils, teachers and the whole school as outlined below.
- Providing cover for PPA as required across the school

Main Duties

Teaching and Learning Activities

- Helping pupils make progress in a range of classroom settings including whole classes where the assigned teacher is not present.

- 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.

- Planning personal role in lessons and how to provide feedback to pupils and colleagues on pupils' learning and behaviour.

- Supporting teachers in selecting and preparing teaching resources that meet pupils' needs and interests.

- Contributing to identifying and undertaking appropriate out of school learning activities which consolidate and extend work carried out in class.

- Supporting teachers in evaluating pupils' progress through a range of monitoring and assessment activities, by developing and implementing Individual Education Plans and assessing the knowledge and specialist skills to support pupils' learning.

- Monitoring pupils' participation and progress, giving constructive feedback to support them as they learn.

- Regularly providing teachers and other colleagues with feedback on pupils' learning, participation and progress.

- Administering, assessing and marking tests.

- Contributing to maintaining and analysing records of pupils' progress.

Support for the Pupil

- Supporting all pupils included in a mainstream setting, support base, home base, special school, or any other learning environment as appropriate.
- Communicating effectively and sensitively with pupils to support their learning.
- Promoting and supporting the inclusion of all pupils, for example those with special educational needs, pupils from minority ethnic groups and those with disabilities, in the learning activities in which they are involved.
- 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

- Following the school guidelines for absent teachers and providing cover for lessons under the agreed system of supervision.
- PPA cover as required to support the needs of the school.
- Under the supervision of the Head Teacher or other designated teachers, invigilating internal and external examinations.
- Under the direction of teaching staff, overseeing lunchtime supervision; monitoring the quality of lunchtime support, assisting delivery of training and supporting supervisors to meet the individual pupil needs.
- Line managing and assisting in carrying out whole school responsibilities, for example Health and Safety.
- Line managing the planning and direction of work of teaching assistants.
- Providing advice, information and demonstrations to other staff and teaching assistants to assist in the development of their skills.
- Supervising and managing the work of other support staff within the educational context.
- Leading on mentoring support and assisting in any development review of other support staff.
- Being responsible for the organisation and management of the allocated physical teaching space and allocated resources.
- Helping maintain a safe environment for the pupils and staff.

General Requirements

- Attending and participating in meetings, training and development activities as required.
- Participating in schemes of assessment, professional development and review.
- To establish constructive relationships and communicate with the other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Assisting teaching staff or senior colleagues in escorting pupils home as and when required, as directed by the teaching staff.
- Being an effective role model for the standards of behaviour expected of pupils.
- Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and the local education authority.

Professional Values and Practices

The post holder will:

- Have high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and be committed to raising their educational achievement.
- Treat pupils consistently with respect and consideration, and be concerned with promoting their optimum development as learners.
- In line with the school's policy and procedures, use behaviour management strategies which contribute to a purposeful learning environment.
- Work collaboratively with colleagues as part of a professional team; and carry out roles effectively, knowing when to seek help and advice from colleagues.
- Reflect upon and seeking to improve personal practice.
- Work within school’s policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.
- Recognise equal opportunities issues as they arise in the schools and responding effectively, following school’s policies and procedures.
- Build and maintaining positive relationships with pupils, parents/carers and staff.
- Have the skills to communicate with a wide range of audiences.

The post holder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Trust.

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

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

The post holder must comply with the Trust's Health and safety rules and regulations and with Health and Safety legislation.