Eppleton Academy Primary School.... Learning for Life!

**Job Description**

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| **Post Title:** | HLTA |
| **School:** | Eppleton Academy Primary |
| **Pay Range:** | Scale 5 £29,542 – £32,046 pro rata |
| **Hours:** | 32.5 hrs per week (term time only) |
| **Contract Type:** | Fixed Term (with the possibility of becoming permanent) |

**Main Purpose**

To work alongside teachers in EYFS, KS1 and KS2 as part of a professional team to contribute to raising standards of pupils' achievement. To undertake a range of teaching and learning activities, including intervention groups and whole class teaching in the absence of the class teacher, under the professional direction of a qualified teacher, in line with the school's policies and procedures.

**Main duties and responsibilities**:

Teaching and Learning activities

● To help pupils make progress in a range of classroom settings, including, working with individuals, small groups and whole classes where the assigned teacher is not present, e.g. known and unknown teacher absence.

- To assist children to be successful through supporting excellent attitudes towards learning and behaviour.
- To have high expectations of learning and behaviour and inspire and motivate our children
- Seek to make learning exciting and a positive experience
- Be supportive, nurturing and understanding

● To be aware of national frameworks, typical curricula and teaching methods and expectations in the relevant key stages and make effective use of other learning activities to support the development of pupils' skills.

● To use behaviour management strategies, in line with the school's policy and procedures, which contribute to a purposeful learning environment.

● To organise and manage safely, the physical teaching space and resources for which they are responsible.

● To use ICT effectively to support learning activities and develop pupils' competence and independence in its use.

● To implement phonics programmes and to make effective use of opportunities provided by other learning activities to support the development of phonics, English and maths.

**Planning, Monitoring and Assessment**

● Within an agreed system of supervision, plan challenging teaching and learning objectives and deliver high quality learning experiences both within intervention groups and whole class teaching, making adjustments according to pupil responses/needs, as appropriate.

● To produce lesson plans for both interventions and whole class teaching as required.

● To work alongside teachers in selecting and preparing teaching resources that meet pupils' needs and interests.

● To support teachers in evaluating pupils' progress through a range of monitoring and assessment activities.

● To provide feedback to pupils and colleagues on pupils' learning and behaviour.

**Support for Pupils**

● To communicate effectively and sensitively with pupils to support their learning.

● To contribute to the development and implementation of support plans for SEND pupils.

● To respond to pupils' individual needs and promote inclusion and acceptance of all pupils in the classroom.

● To support the learning of children with specific needs 1:1 and in small groups.

● Undertaking duties in connection with personal hygiene and welfare of pupils as directed by the teaching staff

**Other Duties**

● Following the school guidelines for absent teachers, provide cover for lessons under the agreed system of supervision.

● To ensure children are happy and safe at playtimes and lunchtimes.

● To undertake planned supervision of pupils' out of school hours learning activities and supervise pupils on visits and trips.

● To promote effective children's safeguarding and adhere to policies and procedures relating to child protection, health and safety, security, confidentiality and data protection and reporting concerns to an appropriate person.

● To establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.

● To attend meetings and engage in development activities/training as required, by the school.

● To promote and implement the school's equal opportunities policies in all aspects of employment and service delivery.

● Any other duties as may reasonably be requested by the Head Teacher. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

**Professional Values and Practices**

● Have high expectations of all learners, respecting social, cultural and ethnic backgrounds, and being committed to raising their educational achievement
● Treat learners with respect and consideration
● Work collaboratively with colleagues as part of a professional team, carrying out role effectively, seeking support and advice where necessary
● Reflect on and seek to improve personal practice
● Work within school policies and practices, being aware of legislation relevant to personal role and responsibility
● Recognise equal opportunities issues as they arise and respond effectively in line with school policy and procedures
● Build and maintain successful relationships with stakeholders.
● To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

**Safeguarding**

• Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2026 where required.