

## JOB DESCRIPTION

**Post:** HLTA

**Responsible to:** Deputy Headteacher and Executive Headteacher

**Purpose of the role:** To work independently providing preparation, planning and assessment (PPA) cover with a significant commitment to whole class teaching. To work collaboratively with class teachers to plan, teach and assess an innovative curriculum so all pupils, including pupils with special educational needs and disabilities, may achieve success in line with the school vision, ethos and aims.

### **Responsibilities:**

The post holder will be required to work flexibly as part of the teaching support staff with guidance from the senior leadership team and class teachers to fulfil the following responsibilities:

- Prepare lessons with teachers, contributing to the planning cycle including evaluating and adjusting lessons in response to pupils' needs.
- Teach whole classes as part of PPA provision according to the PPA time-table. Also to provide short-term cover within any age group in response to teacher absence.
- Provide verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour, to teachers and pupils in line with school policy.
- Motivate and progress pupils' learning following school policies and guidance from class teachers.
- Organise and safely manage the appropriate learning environment and resources.
- Assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and / or group needs.
- Promote and support the inclusion of all pupils, including those with specific needs, both in the classroom as part of first-quality teaching and through intervention work.
- Use positive behaviour management strategies in line with the school's policy and procedures to contribute to a purposeful learning environment and encourage pupils to interact and work cooperatively with others.
- Provide information relating to pupil progress for parents and carers, teachers and senior leaders upon request and to contribute to assigned pupils' annual reports at the request of the pupils' class teachers and senior members of staff.
- In accordance with arrangements made by the Headteacher, progress pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present.

- Support pupils in social and emotional well-being, report problems to the teacher as appropriate.

HLTAs in this role may also undertake some or all of the following:

- Record basic pupil data
- Support children's learning through play.
- Assist with break-time / lunch-time supervision including facilitating games and activities
- Assist with escorting pupils on educational visits
- Support pupils in using basic ICT
- Invigilate tests
- Assist pupils with eating, dressing and hygiene as required, whilst encouraging independence.
- Adhere to school policies and procedures relating to safeguarding, particularly the Safeguarding and Child Protection Policy, Support Children with Medical Needs Policy, Health and Safety Policy and the Behaviour Policy
- When teaching whole classes, if available deploy teaching assistants and learning support assistants confidently and effectively to best support the academic and behavioural needs of pupils in the class or group.
- Attend relevant briefings, staff meetings and training days, along with sharing good practice with members of staff as part of the commitment to their own and others' professional development.

*An enhanced disclosure will be sought through the DBS as part of our pre-employment checks, along with two satisfactory references.*

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time-to-time be necessary.