



JOB DESCRIPTION

POST TITLE: HLTA

GRADE: Band 5

RESPONSIBLE TO: AHT KS3 Progress Lead/ AHT KS4 Progress Lead/ SEND Co-ordinator

Overall Objectives of the Post:

- To plan and deliver bespoke interventions to support pupils with low literacy levels, SEND or social and emotional needs so that gaps in learning are closed, and children are better able to access the curriculum
- You will support both the literacy, SEND and pastoral team to ensure pupils make progress
- You may also be required to supervise whole classes occasionally during the short-term absence of teachers

Job Description

To contribute to the delivery of the national curriculum and provide support for pupils, the teacher and the school to raise standards of achievement for all, by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing groups of pupils.

To work collaboratively with the literacy and SEND team in the planning of interventions and the preparation of resources.

To deliver learning to individuals, small groups and whole classes.

To encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.

Duties and Responsibilities

Support for Pupils, Teachers and the Curriculum

- Plan, prepare and deliver interventions for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, scaffolding and adapting learning programmes to suit the needs of individual pupils

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to increase achievement and progress of all
- Set and model high expectations which promote self-esteem, a sense of achievement and independence
- Be aware of, comply with and contribute to policies and procedures relating to child protection, health, safety and security, confidentiality, data protection, and other relevant protocols, reporting all concerns to an appropriate person
- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the role
- Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved by yourself to the attention of the teacher
- Plan and evaluate specialist learning activities with the teacher, including writing reports and records and providing focussed personalised provision as required
- Use expertise to contribute to the planning of learning activities and lesson plans
- Use strategies, working with all stakeholders, to support pupil progress and achievement
- Create and adapt appropriate resources/methods to facilitate agreed learning activities
- Maintain a clean, safe, tidy and purposeful learning environment
- Ongoing guidance and support of pupils in their social development and their emotional well-being, reporting problems to the appropriate person
- Supply specialist support with direction and guidance from teaching staff, allowing pupils to access the curriculum and participate fully and thrive in all school activities
- Under the guidance of a teacher support the role of parents/carers in pupils' learning and contribute to meetings with parents/carers to provide constructive feedback on pupil progress/achievement
- Assist with the development and implementation of Education Health Care Plans (EHCP) and support plans, including attendance at, and contribution to, reviews as required
- Support the use of ICT in learning activities and develop pupils' competence and independence
- Promote good pupil behaviour using effective behaviour management strategies, dealing promptly with conflict and incidents in line with the established policy and encourage pupils to take responsibility for their own behaviour
- Communicate effectively with pupils, other staff members and when directed parents/carers and external professionals
- Administer routine tests/screening, invigilate exams, and exam access arrangements
- Provide clerical/admin support to the AHT KS3 and SENCO as directed
- Be responsible for the preparation, maintenance and monitoring of resources
- Attend and participate in whole-school CPD and relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school, following school policies and the code of conduct
- Be aware of and support inclusion, ensuring all pupils have equal access to opportunities to learn, develop and thrive
- Continue to update knowledge and understanding through attending relevant CPD, reflecting on own practice and liaising with school leaders including participating in appraisal procedures

- Direct the work, where relevant, of other adults in supporting learning and inclusion
- Make a positive contribution to the overall ethos, values and vision of the school
- Demonstrate a duty of care to pupils and staff and take appropriate action to always comply with health and safety requirements
- To undertake any reasonable request of the Headteacher and accept any reasonably delegated additional responsibility from the Headteacher

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive, and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.