

**LAWRENCE SHERIFF SCHOOL**

**A National Teaching School**

**RUGBY**

**JOB DESCRIPTION**

**TITLE OF POST: HLTA (Associate Teacher)**

Salary – Higher Level TA, points 28 - 31 (currently £24,964 FTE - £27,668 FTE). Starting point 28, actual salary circa £12,421.57 pro-rata per annum.

Hours of work – 21.5 hours per week over 3 days (Tuesday to Thursday) for 39 weeks per year (term time & training days). Working hours are Tuesday 8.30am – 4.30pm, Wednesday and Thursday 8.30am – 4.00pm with 30 minutes for lunch each day.

Line Manager – Cover Manager

# Job Purpose

* To provide cover for classes in the event of planned or unplanned absence by teaching staff.
* To work with individuals and groups, under the direction of a teacher, to support learning.
* To deliver lessons in areas such as PSHE and citizenship, where work is planned and prepared by subject leaders.
* To support staff and students in all areas of the curriculum to enhance students’ development

All staff are required to:

* Ensure the safety and well-being of students. All staff are required to obtain an Enhanced Disclosure and Barring Service check (DBS check, formerly known as a CRB check) on appointment and will undergo induction and child protection training, with regular updating.
* Maintain confidentiality regarding matters relating to staff, students and other information related to the operation of the school.
* Adhere to all Health and Safety procedures in place both across the whole school and in relation to specific work areas to ensure the safety of everyone on the school site.
* Maintain awareness of Child Protection procedures.
* To be aware of and support difference and promote equal opportunities for all.
1. Responsibilities

# Main Duties

*Note: As a HLTA/associate teacher you may be asked to help with the planning or preparation of lessons, materials or resources, and can be asked to deliver lessons.*

* To take classes in the absence of a teacher for either unplanned or planned absence.
* To complete registers
* To describe and explain learning activities, answering queries, giving direction and assisting with differentiated tasks and materials, encouraging students to improve the quality of their work
* To deliver lessons in areas such as PSHE and citizenship, where the planning and preparation of resources has been done by a subject leader
* To support teachers when assessing pupil needs and progress
* To cover tutor time for either unplanned or planned teacher absence and deliver tutor time activities that have been planned and prepared by teachers. You may be asked to take responsibility for a tutor group
* To support students and teachers in class; this could involve working with individuals and small groups under the direction of the class teacher
* To supervise sixth form students when carrying out independent study
* To use a range of strategies to deal with classroom and individual behaviour, managing behaviour in accordance with school policies and procedures, referring on to teaching and pastoral staff where required
* To collect any completed work after the lesson and return it to the appropriate teacher.
* To provide feedback to teachers as appropriate
* To act as a role model, maintaining high standards of student work, conduct and behaviour.
* To support teachers in the supervision of outings and trips.
* Undertake any other reasonable duties commensurate with the role and grade as determined by the headteacher or line manager.

 **General**

* To attend required meetings and training sessions
* Support safeguarding and child protection measures and promote the welfare of students
* Follow school policies, practices and procedures
* To ensure that all duties and services provided are in accordance with the school’s Equal Opportunities Policy
* To maintain confidentiality in all school related matters
* To undertake any other duties commensurate with the post, as directed by Line Manager

2. To complete all tasks to the highest possible standard.

3. To be punctual and discreet.

4. To have the ability to work on own initiative.

5. To report any issues or incidents to your appropriate supervisor.

6. To undertake any other duties/reasonable tasks that are within the spirit and the scope of the job purpose and its grading and as directed by the Line Manager.

The above list is not a definitive guide to the duties associated with the post. The post holder will have the opportunity to develop the role and take on new challenges, and is suitable for someone looking to develop their career within a busy school environment.

**PERSON SPECIFICATION - HLTA (Associate Teacher)**

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| **Criteria**  | **Standard**  | **Essential** **/Desirable**  |
| 1. Specialist Knowledge & Experience  | * Educated to Level 3 or equivalent
* Excellent literacy and numeracy skills including Maths & English GCSE
* Experience of working with teenagers
* Knowledge of a range of strategies to deal with classroom behaviour as a whole and also individual behavioural needs
* Good IT skills including Microsoft Office
 | E  |
| * Educated to degree level or equivalent
* Experience of working in a school
 | D  |
| 2. Organisation & Planning  | ● Experience of planning and managing a busy workload and working to deadlines  | E  |
| 3. Problem Solving & Initiative  | * Experience of resolving problems independently by assessing situation and using judgement for best course of action
* Experience of adapting effectively to changing situations
* Ability to stay calm under pressure
 | E  |
| 4. Communication  | ● Experience of communicating effectively to young people and adults with ability to use clear language to communicate information unambiguously  | E  |
| 5. People Skills & Customer Focus  | * Experience of building and maintaining effective relationships and negotiating effectively
* Ability to motivate and inspire others
* Experience of working effectively as part of a team

● Demonstrate a commitment to equality  | E  |
| 6. Flexibility & Adaptability  | * Willing to work flexibly to meet school needs
* Willing to develop and learn in the role and undertake appropriate training courses
 | E  |
| 7. Safeguarding  | ● Understanding of safeguarding / child protection procedures  | E  |