



Job Description

Post title	Trainee HLTA – Early Years Foundation Stage
Academy	Hatcham College Free School
Grade/Salary	Band 4 Point 16 (£20,247 for 42.9 weeks per year), one year fixed-term contract
Responsible for	Supporting students both in class and delivering interventions
Responsible to	David Welsh – Headteacher of the Free School

Summary of the overall purpose of the job

You will perform a key role in supporting children's learning in all its aspects. You will be required to work with groups and/or class and must have a good understanding of the principles of child development and learning processes with specific emphasis upon Early Years provision. You may as part of this role be required to work 1:1 with individual student of lead whole class activities on occasions

Key responsibilities and objectives of the job

- Assist in the educational and social development of pupils under the direction and guidance of the Head of Early Years, including delivering specific parts of the curriculum to groups of pupils if required, and assessing pupils' progress and reporting it to the Class Teacher.
- Demonstrate an interest and ability in using the Early Years Foundation Stage EYFS Framework.
- Provide support for individual pupils to enable them to fully participate in activities.
- Assist class teachers with maintaining student records, including observations and assessments.
- Promoting children's learning, safety and well-being.
- Helping to make and maintain a positive, organised, efficient learning environment.
- Deliver small group phonic lessons to Early Years pupils.
- Maintain pupil's interests and motivation.
- To be aware of pupil's problems, achievements, progress and report to the teacher as

agreed

- Making a contribution to supporting the teacher in the planning and evaluation of learning activities for indoor and outdoor learning.
- Promote good pupil behaviour, dealing promptly with conflict and incidents and reporting in line with school policy.
- Establish constructive relationships with parents/carers.
- Be aware of and comply with policies and procedures relating to safeguarding.
- Set a good example in terms of dress, punctuality and attendance.
- All Learning Support Assistants are expected to take their share of supervisory duties outside, including during the pupils' lunchtime.
- According to the child's individual needs, duties may include helping with toileting and changing as the need arises.

General responsibilities and objectives

- To promote equal opportunities in the academy
- To actively promote the aims and ethos of the Federation / Academy
- To support the Academy's commitment to the continued professional development of all staff
- To undertake any additional duties as may reasonably required by the CEO or Principal
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the Federations safeguarding policies

Please note

This job description reflects the core activities of the role and as the Federation and the post-holder develop there will inevitably be changes in the emphasis of duties. It is expected that the post-holder recognise this and adopt a flexible approach to work and be willing to participate in training.

If changes to the job become significant, the job description should be reviewed formally by the post-holder and line manager.

Date

March 2018

Person specification

Criteria	E S S E N T I A L	D E S I R A B L E	HOW IDENTIFIED AND ASSESSED AP Application AS Assessment I Interview P Presentation R References
Education/qualification and training			
• Educated to at least A level or IB standard	✓		
Knowledge/skills			
• Can read and write fluently, have very good spelling and is confident in maths	✓		
• Understand how children learn	✓		
• Use IT confidently	✓		
• Might bring an additional skill or strength to our schools (eg, art, dance, music, writing, drama...)		✓	
Experience			
• Have experience of working in an EYFS setting	✓		
Personal characteristics/other requirements			
• Can demonstrate self-confidence, common sense and maturity	✓		
• Flexible and practical and prepared to be adaptable and responsive	✓		