**GOSFORD HILL SCHOOL**

**JOB DESCRIPTION**

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| **Post Title:** | HLTA Numeracy/Literacy |
| **Accountable to:** | Relevant Faculty Leader |
| **Line Managed by:** | SENCO |
| **Start Date:** |  |
| **Hours:** | 32 hrs/wk. 39 weeks  08.30-15.30 (Including a 40 min unpaid lunch break |
| **Salary:** | LGPS Grade 8 |

**JOB PURPOSE**

* To work with other teaching colleagues, under the direction of the relevant Faculty Leader, to improve progress, and raise attainment in Numeracy/Literacy

**OBJECTIVES**

To be accountable for:

* Assisting in the raising of standards of learning and attainment in Numeracy/Literacy
* Developing programmes that will improve learner outcomes
* Working pro-actively with teaching colleagues to identify and target students, who have key learning gaps, with effective interventions and support
* Supporting, both in and away from the classroom, to ensure students are focussed on the next key steps in their learning
* Teaching all or part of a class as required
* Develop differentiated resources for the Faculty
* To evaluate the impact of your work

**MAIN DUTIES**

**Learning**

* Provide immediate and short term intervention for students in the Faculty responding to a referral process led by individual teaching staff
* Keep records of interventions and impact as directed by the Faculty Leader
* Support the subject learning in the faculty as directed by the Faculty Leader
* Develop subject programmes and resources that will enable students to learn and progress
* Provide feedback to students and staff in relation to progress
* Actively investigate on line materials and resources that will improve learning outcomes
* Communicate effectively with external agencies where necessary
* Support provision outside of the classroom

**Teaching support**

* Work with teachers to develop learning resources to improve student progress
* Support teachers with recording progress through exams and tests
* Work alongside teachers to communicate effectively with parents and carers through constructive dialogue about student progress within the subject and next steps in learning to close gaps
* To teach whole classes, or smaller groups, part lessons or full lessons as determined by the Faculty Leader,
* To take on other responsibilities within the wider role of HLTA to support students in all areas of their learning
* Support the school with exam support when necessary

**Continuing Professional Development**

* Undertake self-study and training that develops your subject expertise
* Where relevant support the training and learning of other members of staff

#### **Support for the School:**

* Where appropriate, attend regular whole school and team meetings
* Undertake appraisal, training and mentoring
* Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
* Contribute to the overall ethos/work/aims of the School.
* To flexibly work with the Line Manager concerning work time arrangements

**Health and safety responsibilities:**

It is the responsibility of every employee to co-operate with their employer to ensure the effective discharge of health and safety responsibilities. As an employee you are expected to:

* To be part of and promote a positive and pro-active health and safety culture;
* Undertake necessary health and safety training;
* Ensure you are familiar and comply with the School’s health and safety policies and procedures;
* Ensure risk assessments in accordance with School procedures are undertaken to reduce risks to a level that is as low as is reasonably practicable. This must consider hazards to both employees, clients and others who use our services;
* Follow all appropriate safety instructions and use safety equipment provided;
* Ensure your work is carried out with due regard for the health and safety of yourself and others (employees, service users, carers, public etc.);
* Support your line manager in the delivery of good health and safety practice and the minimising of risks;
* Ensure you draw to managers attention health and safety problems or deficiencies in the workplace; and
* Ensure safety events (accidents, incidents and near misses) are reported with a view to preventing a recurrence.

Responsible for the Line management and appraisal of: N/A

Last updated: December 2016

Signed :……………………………………….. Date ;……………………………

The performance of all the duties and responsibilities shown overleaf will be under the reasonable direction of the Headteacher; and the Headteacher or other Senor Leader if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duress of the post.

This job description will be reviewed bi-annually and any changes will be subject to consultation