



Job Description

Post title	HLTA with responsibilities to EYFS
Academy	Hatcham Temple Grove
Salary:	Band 5, Scale 17 – 20, 35 hours per week, 44 weeks per year. £21, 283 - £22,992
Responsible to	Class teacher and head of early years

The role

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.

Key responsibilities and objectives of the job

Teaching and Learning:

- Organise and manage appropriate learning environment and resources.
- Plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against learning objectives.
- Assist, where necessary, in the implementation of EHCP or general behaviour strategies for pupils and help monitor their progress according to targets set.
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment.
- Work within an established discipline policy to anticipate and manage behaviour constructively promoting self-control and independence.
- Whole-class teaching for short periods where needed

Admin duties:

- Prepare and present displays of pupils' work to a high standard.
- Support class teachers in photocopying and other tasks in order to support teaching.
- Mark and maintain pupil workbooks to a high standard.

Standards and other duties:

- Support the aims and ethos of the school.
- Set a good example in terms of dress, punctuality and attendance.
- Attend team and staff meetings and relevant training.
- Be proactive in matters relating to health and safety.
- According to the child's age and individual needs, duties may include helping with toileting and changing as the need arises.

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 JD was agreed: September 2018