**Trinity School, Sevenoaks**

**HLTA Job Description & Person Specification**

Job Title: HLTA

Responsible to: AHT SENCo

Location: Seal Hollow Road, Sevenoaks, Kent. TN13 3SL

*In everything set them an example by doing what is good. Titus 2:7*

**As a faith school it is our vocation, moral obligation and delight to provide the best possible education for each student as part of a Christian community.**

**All staff will:**

* Play a full part in the life of the school community, support its Christian mission, ethos and policies and encourage staff and students to follow this example.
* Fulfil responsibilities with regards to safeguarding (including reporting concerns to the designated child protection officer)
* Be involved in the school’s community service, as required.
* Model Trinity values to parents and students
* Be positive, dynamic and challenging in all aspects of work
* Foster the school’s inclusive ethos providing a common life based on the Christian family and nurturing everyone regardless of race, gender, sexual orientation, religion or ability
* Share direct accountability for the establishment of Trinity School as an outstanding school
* Take responsibility for their own learning and development
* Develop the skills and talents of other members of the community
* Ensure their own well-being and that of others by establishing an appropriate balance between life and work
* Play an active part in the life of the school and its community
* Develop social cohesion and positive links with the whole of our local community
* Adhere to the school community’s standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management.
* Agree annual performance targets, with a view to own continuous improvement
* Undertake any other duties that may reasonably be required by the Headmaster.

The Governing Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

**Job Description**

**Specific Responsibilities**

* To plan and deliver effective teaching and learning opportunities for whole classes, groups and individuals as required, overseen by a Qualified Teacher
* To complement teachers’ delivery of the curriculum and contribute to the development of other support staff, pupils and school policies and strategies
* To work collaboratively with teaching staff and assist teachers in the whole planning cycle and the management/preparation of resources
* Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupil need
* Provide detailed verbal and written feedback as part of the assessment process
* Use a range of Teaching and Learning strategies to ensure pupils in your classes make good progress
* To lead planned and unplanned classes to cover teacher absence
* To provide support for pupils, the teacher and the school in order to raise standards of achievement for all pupils, including vulnerable groups, by assisting with planning, monitoring and assessing, and 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
* Use behaviour management strategies, in line with the Academy’s policy and procedures, to contribute to a purposeful learning environment and ensure barriers to learning are reduced
* To provide support for pupils with additional needs, eg medication, personal care
* Support the Class Teacher and department with displays, making resources and maintaining an appropriate learning environment
* Assist the class teacher in encouraging acceptance and integration of students with special needs, or from different cultures and/or with different first language.
* Support and guide other less experienced teaching assistants’ work in the classroom when required and lead training for other teaching assistants
* Write pen portraits detailing strategies for class teachers to implement in lessons.
* Along with all staff, comply with all safeguarding protocols and child protection policies**.**

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Good basic education to GCSE level C or 4 in literacy and numeracy, or the equivalent. * A level or Level 3 qualifications or evidence of commitment to this. | * Level 3 NVQ or equivalent Certificate or Diploma in Childcare and Education or a degree in a core subject. |
| **Experience** | * Teaching Assistant experience. * Experience of working effectively with pupils with a range of Special Educational Needs | * Small group teaching either as a qualified / unqualified teacher. * Ability to plan a sequence of lessons. |
| **Knowledge** | * Safeguarding children * The needs of children; * Child development and the ways in which children learn; * The roles played by various adults in a child’s education; * Questions related to equal opportunities. | * How to structure and plan a series of lessons. |
| Skills | * The LSA will be able to: * Help professional staff to achieve their objectives; * Assist children on an individual basis, but also work as a member of a team; * Explain tasks simply and clearly; * Supervise and control children, and adhere to defined standards; * Accept and respond to authority and supervision; * Work with guidance, but under limited supervision; * Liaise and communicate effectively with others; * Demonstrate good organisational skills; * Get involved in professional development, and attend courses; * Display work effectively, and make and maintain basic teaching resources. * Ability to distinguish between the roles and responsibilities of the Teaching Assistant/HLTA/SENDCo and the Class Teacher. | * Monitor, record and make basic assessments about individual progress; * Suggest alternative ways of helping children if they are unable to understand; * Describe, in simple terms, the process of behaviour management with children; * Identify gaps in their own experience that they need help in filling; * Demonstrate the ability to learn and adapt from past experience. |
| **General/**  **Personal Qualities/Attributes** | * Smart, business-like, professional appearance * Capacity for hard work under pressure * A team player, collaborative worker * Self-motivated * Ability to contribute greatly to the wider life of the School * Resilient * Strives for excellence in every aspect of school life * Determination and perseverance * Enthusiasm * Passionate * Patience |  |

**Signed………………………………………… Date………………………………………**

**Employee**