

**Job description**

<b>NAME:</b>	
<b>POST TITLE:</b>	HLTA
<b>PAY SCALE:</b>	Scale 5- 39 weeks 35 hours
<b>PURPOSE OF THE JOB:</b>	To complement the work of teachers by taking responsibility for agreed learning activities both in and out of school, under an agreed system of supervision that supports the teacher with the learning outcomes. To provide high quality support in relation to the raising of educational standards and to encourage pupils to become independent learners.
<b>RESPONSIBLE TO:</b>	Deputy Headteachers

<b>Specifically:</b>
<ol style="list-style-type: none"><li>1. To support and deliver agreed learning activities for whole classes/groups in the absence of the class teacher.</li><li>2. To establish productive relationships with pupils and set high expectations.</li><li>3. To be responsible for the selection and preparation of resources to lead learning activities ensuring pupils' interest, language and cultural backgrounds are considered.</li><li>4. To deliver learning activities that enable the development of pupils, adjusting activities according to pupils' responses/needs.</li><li>5. To provide targeted high level support for any pupils identified by the SLT or class teacher, whether individually or in groups, using activities planned by the teacher.</li><li>6. To effectively use ICT to support learning activities and develop pupil's competence and independence in its use.</li><li>7. To monitor and assess pupils, recording and reporting on pupil achievement, progress and developing against predetermined learning objectives.</li><li>8. To assist the teacher to supervise pupils' individual plans, both indoors and outdoors, assisting with work programmes.</li><li>9. To discuss and review the required support and delivery of learning provided on a regular basis with the teacher.</li><li>10. To marking books daily in line with the agreed marking policy.</li><li>11. To provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, using agreed procedures.</li><li>12. To motivate and support pupils to tasks and complete work in a focused way.</li><li>13. To consistently promote high standards of behaviour by following the school's agreed behaviour policy.</li><li>14. To effectively contribute to multi agency working to support pupils' development and liaise with parents/carers regarding pupil achievement and other matters.</li><li>15. To assist with the coordination of tests and invigilate.</li><li>16. To be responsible for managing the planning, preparation and delivery of different initiatives and to provide high level assistance and guidance in a specialised area.</li><li>17. To pass on information about pupils' personal and educational needs to appropriate staff and other professionals. To support teachers by passing on information to parents in a child's contact book or verbally if directed by teaching staff/senior leadership. To attend team meetings and review meetings as required.</li><li>18. To take part in school events and activities as required</li><li>19. Supporting pupils on educational visits and outings from school, including</li></ol>

- supervising groups, under the direction of the teaching staff.
20. To support pupils in physical activities as required.
  21. To ensure the physical welfare of pupils and to assist pupils with their physical needs as appropriate and agreed. This may include assisting with oral and personal hygiene, including changing nappies/pads and facilitating incontinence programmes, feeding or assisting with feeding and supporting pupils during break and lunch times.
  22. To undertake training and attend INSET days in accordance with contractual arrangements, including both attending and leading.
  23. To contribute to whole school policies.
  24. If first aid trained, attend to minor accidents at school and supervise unwell children at the direction of the Headteacher.
  25. To maintain the health & safety of pupils and colleagues in the school by assisting in maintaining a clean and tidy environment and reporting any hazards that cannot be dealt with to your manager.
  26. To support the school's/borough's equal opportunities policies.

Other: Assisting with any other duties of a similar level of responsibility as required by the Headteacher.

**Signed:** (Headteacher) \_\_\_\_\_ **Date:** \_\_\_\_\_

- ☐ I have read the school's **Child protection policy**
- ☐ I have read the guidance in the **Keeping children safe in education: information for all school and college staff**
- ☐ I agree to abide by the **Staff handbook**

**Signed:** (Post Holder) \_\_\_\_\_ **Date:** \_\_\_\_\_