



Harrytown Catholic High School

HLTA

Responsible to: SENDCO

Key Purpose of the Role

- Under the direction and supervision of a qualified teacher, in accordance with arrangements made by the Headteacher of the school, to assist in the planning, preparation, monitoring and assessment of specified work as defined by the Education Specified Work and Registration (England) regulations 2003 of section 133 of the Education Act 2002.
- This may involve delivering learning activities for individual, group/whole classes of pupils under an agreed system of supervision.
- Responsibility for the management and development of a specialist area within the school
- Management of other teaching assistants within the school including allocation and monitoring of work, appraisal & training

Safeguarding

- To uphold the school's policies in respect of Safeguarding and Child Protection and ensure the safety and well-being of all learners.

Key Responsibilities

1. Planning
2. Monitoring & Assessment
3. Teaching & Learning Activities
4. Line Management Responsibilities

Planning

1. To contribute effectively to teacher' planning and preparation of lessons
2. As directed by the teacher, to plan their role in lessons, including providing feedback to pupils and colleagues on pupil learning & behaviour
3. To contribute to the selection & preparation of teaching resources that meet the diversity of pupil's needs and interests
4. To contribute effectively to the planning of pupils to learn in out-of-school contexts, in accordance with school policies and procedures

Monitoring & Assessment

1. To support teachers in evaluating pupils' progress through a range of assessment activities
2. To monitor pupils' responses to learning tasks and modify their approach accordingly
3. To monitor pupils' participation and progress, providing feedback to teachers and giving constructive support to pupils as they learn



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4. To contribute to maintaining and analysing records of pupils' progress

Teaching & Learning Activities

1. Using clearly structured teaching and learning activities to interest and motivate pupils and advance pupil learning
2. To communicate effectively and sensitively with pupils to support their learning
3. To promote and support the inclusion of all pupils in learning activities
4. To use behaviour management strategies, in line with the school's behaviour management policy and procedures, to contribute to a purposeful learning environment
5. To advance pupils' learning in a range of classroom settings, including working with small groups and whole classes where the assigned teacher is not present
6. To guide, where relevant the work of other adults supporting teaching and learning in the classroom
7. To recognise and respond effectively to equal opportunity issues as they arise, including challenging stereotyped views and by challenging bullying or harassment, following relevant policies and procedures
8. To organise and manage safely the learning activities, physical teaching space and resources for which they have responsibility.

Line Management Responsibilities

1. To manage a team of teaching assistants, including recruitment, allocation and monitoring of work, appraisal and training
2. To act as liaison between teaching staff and teaching assistants

Other specific duties

All Harrytown staff are expected to:

- Promote the vision and ethos of our school.
- Support and contribute to the active safeguarding of our children.
- Work within our policies to ensure a safe environment for all staff, pupils and visitors.
- Ensure equality of opportunity amongst staff, pupils and visitors.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive and courteous relations with pupils, parents and colleagues.
- Engage actively in the Catholic life of our school.
- Ensure the confidentiality of all sensitive information.



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As part of the conditions of employment, the post holder can be expected to undertake such other duties commensurate with the grade and/or hours of work as required by the Headteacher. These duties are not exhaustive or exclusive and may be varied provided that any other duties are appropriate to the grading level of the post.