



## Job Description

# HLTA

**Responsible to:** LINE MANAGER  
**Salary Grade:** Scale 5  
**Full time/Part time:** 37 hours per week , 40 weeks

### Job Purpose

To be responsible for the planning, delivery and monitoring of interventions for students, both delivered by themselves and the wider LSA team.

To work with teachers as part of a professional team to support the planning and delivery of learning activities for classes, groups or individuals tailoring them to their individual needs.

To cover classes as required in the absence of a teacher. The HLTA will be expected to deliver pre-prepared lesson plans, to progress pupils' learning and to assess, record and report on development, progress and attainment as agreed with the teacher.

To support the work of the wider SEN department including within the Intervention Hub.

To work with the SENDCO and Deputy SENDCO's to plan and deliver the life skills and preparing for adulthood curriculum.

### Duties and responsibilities

#### Safeguarding

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

#### Planning

- Assist in the selection and preparation of teaching resources in order to meet individual and group student needs for Intervention sessions.
- Support with and contribute to teachers' planning and preparation of lessons at various stages of the planning cycle.
- Contribute towards the development of learning programmes to support identified SEN

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students.

- To work with the SENDCO and Deputy SENDCO's to plan a Lifeskills and Preparing for Adulthood curriculum that meets the needs of specific cohorts.

### **Teaching and Learning**

- To deliver the lifeskills and preparing for adulthood curriculum to targeted students.
- To work with targeted groups of students in order to promote their inclusion and provide support for teaching and personalised learning.
- Motivate and advance students learning through targeted group work, by using clearly structured, interesting teaching and learning activities.
- To work with identified students to develop appropriate resourcing and in-class support
- Liaising with departments as necessary.
- To support students in order to facilitate access to the mainstream curriculum.
- To support teachers with planning and delivery, to ensure the needs of individual learners.
- Provide detailed verbal and written feedback on lesson content and student progress as required.
- Use behaviour management strategies in line with the school's policy and procedures.
- In accordance with arrangements made by the Headteacher, advance students' learning in a range of classroom settings, including working with individuals, small groups and whole classes.
- Organise and safely manage the learning activities, physical teaching areas and resources for which responsibility has been given.
- Develop methods of promoting and reinforcing students' esteem and independence within the classroom environment and where appropriate foster links between home and school.
- Under the direction of the class teacher, head of the provision, liaise with parents as appropriate, maintaining sensitivity and confidentiality at all times.
- Deliver a range of interventions, before, during and after school, including supervising homework club.

### **Support for Teaching Staff**

- Organise and manage appropriate learning environment and resources
- Provide objective and accurate feedback and reports as required on student achievement, progress and other matters, ensuring the availability of appropriate evidence
- Record progress and achievement in sessions/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
- Support the role of parents in students' learning and contribute to/lead meetings with parents to provide constructive feedback on student progress/achievement etc.
- Produce session plans, worksheet, plans etc.
- Monitor and evaluate student responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
- Administer and assess/mark tests and invigilate exams/tests
- Deliver learning activities to students within agreed system of supervision, adjusting

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activities according to student responses/needs

- Deliver local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of students' skills
- Use ICT effectively to support learning activities and develop students' competence and independence in its use

### **Monitoring and Assessment**

- To assist in the screening of identified students throughout the school to identify any underlying SEND which may require ongoing support.
- Support teachers in evaluating students' progress through a range of assessment activities.
- To act as a keyworker for identified students.
- Assess students' responses to learning tasks and where necessary, modify methods to meet individual and/or group student needs.
- Monitor students' participation and progress ensuring constructive support is given to students as they learn.
- Assist in the maintaining and analysing records of students' progress.
- Carry out programmes of observation and assessment as planned by the appropriate professionals.
- Provide reports, evaluations and other information to assist in the provision of appropriate support for specific child/ren.

### **Mentoring, Supervision and Development**

- Support others in the teaching and learning of students with additional needs.
- Attend and participate in staff meetings and training days/events as requested.
- Undertaking supervisory responsibilities of students during lunch and break periods.
- Attend relevant meetings and contribute to the development of policies and procedures within the relevant areas of expertise.

### **General**

- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure all duties and services provided are in accordance with the trust's Equal Opportunities Policy
- The Trustees and Local Governing Committee are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.

The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

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This job description may be amended at any time following discussion with the **Headteacher/Line Manager** and/or CEO, and will be reviewed annually.

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