



Oakbridge Federation JOB DESCRIPTION

Title: HLTA
Scale 5 - Point 13-15
£26,298 - £27,255 pro rata

School: Rangefield and Forster Park Primary Schools

Hours: 35

Monday/Tuesday	8.00am - 4.00 pm
Wednesday	8.00am - 5 pm
Thursday	8.00am - 4.00 pm
Friday	8.00am - 3 pm

MAIN PURPOSE OF THE JOB

Plan, prepare, deliver, assess, report and mark learning activities for individuals/groups or short term for whole classes under an agreed system of supervision
Responsible for the management and development of a specialist area within the school
Management of other teaching assistants including allocation and monitoring of work, appraisal and training

SUMMARY OF RESPONSIBILITIES AND DUTIES

SUPPORT FOR PUPILS

- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Develop and implement IEPs
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement.
- Assist with the development and implementation of IEPs



SUPPORT FOR TEACHERS

- Work with the teacher to establish an appropriate learning environment and resources
- Work with the teacher to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision
- Monitor and evaluate pupil responses to learning activities through a observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
- Establish a clear framework for discipline in line with established policy, anticipate and manage behaviour constructively, promoting self control and independence
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your own role/responsibility for their own behaviour
- Administer and assess routine tests and invigilate exams/tests
- Provide general clerical/admin support e.g., administer coursework, produce worksheets for agreed objectives.

SUPPORT FOR THE CURRICULUM

- Implement agreed learning activities/teaching programmes adjusting activities according to pupil response/needs
- Implement literacy and numeracy programmes and make effective use of opportunities provided by other learning activities to support the development of literacy and numeracy skills
- Support the use ICT in learning activities and develop pupils' competence and independence in its use
- Help pupils to access learning activities and develop pupils' competence and independence in its use
- Determine the need for, prepare and maintain general and appropriate of specialist equipment resources

SUPPORT FOR THE SCHOOL

- Beware of and comply with policies and procedures relating to child protection, health, safety and security and data protection, reporting concerns to an appropriate person
- Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate
- Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other



- agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings
 - Take the initiative to develop appropriate multi-agency approaches to supporting pupils
 - Participate in training and other learning activities as required
 - Recognise own strengths and areas of expertise and use these to advise and support others
 - Assist in the supervision, training and development of staff
 - Undertake planned supervision of pupils out of school hours
 - Supervise pupils on visits, trips and out of school activities as required.

EQUALITIES

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities.

PERSON SPECIFICATION

EXPERIENCE (Essential Requirements)

Experience working with children of relevant age in a learning environment

QUALIFICATIONS/TRAINING (Essential Requirements)

Excellent numeracy/literacy skills - equivalent to NVQ Level 2

Meet Higher Level Teacher Assistant standards or equivalent qualification or experience

Training in the literacy/numeracy strategy

Specialist skills/training in curriculum or learning area e.g. bi-lingual, sign language, ICT

KNOWLEDGE/SKILLS (Essential Requirements)

- Can use ICT effectively to support learning
- Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation
- Working knowledge and experience of the national curriculum and other relevant learning programmes
- Good understanding of child development and learning processes
- Have a knowledge of statutory frameworks relating to teaching
- Ability to organise and motivate a team
- Constantly improve own practice/knowledge through self-evaluation and learning from others
- Ability to relate well to children and adults



- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these