

GLF Schools - Job Description

Job Title	Pupil Premium HLTA	Job Reference	
Location	Cuddington Croft Primary school	Travel Required	No
Core purpose			
<ul style="list-style-type: none"> To support children eligible for Pupil Premium as directed by the class teacher and Inclusion Leader. To work with groups of children or individuals ensuring all children have access to the curriculum in a safe, caring learning environment. To work within the HLTA Standards Framework. 			
Key Accountabilities			
Main Duties			
<ul style="list-style-type: none"> To contribute to the discussion of the school's aims and policies and participate in the implementation of policies, plans, targets and practices. Contribute to the children's learning using knowledge of school policies and practice. To implement the School Development Plan priorities using teamwork. To plan and prepare appropriate individual and small group tasks under the direction of the class teacher and Inclusion Leader. To aid the children to learn as effectively as possible both in group situations and on his/her own by, for example; clarifying and explaining instructions. Using praise, commentary and careful questioning to encourage the children to concentrate and remain on task. Consistently and effectively implementing agreed behaviour management strategies. Assisting in carrying out individual programmes of learning or therapy. To establish supportive relationships with the children concerned. To monitor the children's responses to the learning activities and, where appropriate, modify or adapt the activities to achieve the intended learning outcomes. To give positive encouragement, feedback and praise to reinforce and sustain the children's efforts and develop self-reliance and self-esteem. To mark the children's learning as appropriate. To provide regular feedback on the children's learning and behaviour to the teacher and Inclusion Leader, including feedback on the effectiveness of the behaviour strategies adopted. To contribute towards reviews of the children's progress as appropriate To maintain an accurate record of the purpose, nature and outcome of all teaching and learning carried out with the children. To maintain the Confidentiality Policy of the school inside and outside the workplace. To update the Inclusion Leader and Class Teacher by information sharing at regular meetings. Work as a key member of a team ensuring the well-being, social development of children through recognising their potential and enhancing their learning opportunities and opportunities to develop life skills, and reflect on and develop practice. 			

Other Duties

- Work within the National Standards for Higher Level Teaching Assistants.
- Use ICT to advance children's learning and confidence.
- Liaise with Inclusion Leader to take part in training activities offered by the school to further knowledge and skills.

Accountability

- Inclusion Leader
- GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.

Safeguarding

GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.