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| **JOB DESCRIPTION** |
| **Post Title**  | **HLTA (Teaching and Learning)** | **Location** | **Tottington High School** |
| **Grade**  | **7** | **Ref** | **C1275** |

**Responsible to:**

**Statement of Purpose**

The post holder will prepare curriculum content to work with one or more classes in relation to the relevant teaching and learning programmes. This would include monitoring, assessing, recording and reporting on pupil development, progress and attainment. Work may be carried out in the classroom or outside the main teaching area.

The post holder will be a member of a multi-disciplinary team and will work under the leadership of a qualified teacher. They will operate with a high level of delegated authority under an agreed system of supervision.

**Support to Students**

* Support pupils’ learning in a range of classroom settings, including working with individuals, groups and whole classes (where the assigned teacher is not present) using detailed knowledge, experience, specialist skills and training.
* Provide structured support in accordance with specific work programmes.
* Contribute to raising standards by ensuring high expectations are promoted for pupils.
* Involvement in the implementation of Individual Education, Behaviour, Support and Mentoring plans.
* Provide general support to pupils, ensuring their safety, by complying with good H&S practice.
* Organise and support teaching staff and pupils on visits, trips and out of school activities as required.
* Encourage pupils to interact with others and engage in activities.
* Support the teacher in the development and implementation of Individual Education/Behaviour Plans.
* Assist in maintaining classroom discipline through the implementation of the schools behaviour management strategies.
* Provide support to pupils to achieve learning goals, e.g. guided reading.
* Supervise pupils for a particular curriculum activity.
* Co-ordinate and organise pupils attending extra-curricular activities/work experience or other out of school activities.
* Provide detailed and regular feedback to teachers on pupils’ achievement, progress, problems etc.
* Organise specialist admin support in relation to the departmental timetabling, exam entries, orders, invoices.
* Provide general admin support for classroom activities e.g. produce worksheets for agreed activities etc.
* Moderation of student work through a recognised training programme which includes up to and including GCSE folder work.

**Support to Curriculum**

* To provide support in literacy/numeracy/SEN strategies.
* Support the use of ICT in learning activities and develop pupils’ competence and independence in its use.
* Contribute to curriculum planning, evaluation and implementation.
* Contribute to development of school policies and procedures by participation in working groups.
* Contribute to the development, preparation and dissemination of appropriate materials

**General Support to School**

* Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of, support and ensure equal opportunities for all.
* Contribute to the overall ethos/work/aims of the school.
* Appreciate and support the role of other professionals.
* Attend and participate in relevant meetings as required.
* Participate in training and other learning activities and performance development as required.
* Assist with pupil needs as appropriate during the school day.
* Assist with the supervision of pupils out of lesson times, including before and after school and lunchtimes.
* Liaise effectively with teachers/parents/guardians, welfare officers, health visitors and other professional staff as part of the routine consultative process.
* Contribute to the overall ethos/work/aims of the school.
* Attend relevant meetings as required.
* Participate in training and other learning activities and performance development as required.

**PERSON SPECIFICATION**

**Qualifications/Training**

* GCSE English and Mathematics or equivalent numeracy/literacy skills.
* NVQ 3 for Teaching Assistants (or demonstrate equivalent knowledge skills and experience. Completion of DfES Teacher Assistant Induction Programme or willing to complete
* First aid training as appropriate (e.g. emergency first aid course).

**Experience**

* Three years’ experience of working to support children’s learning, gained in a relevant environment.

**Knowledge/Skills**

* Experience of working within policies/codes of practice in a school or similar setting.
* An understanding of curriculum matters and be able to contribute effectively to the curriculum development, planning, evaluation and implementation.
* Significant experience of areas of learning, e.g. literacy, numeracy, science, SEN.
* Understanding of principles of child development and learning processes.
* Experience and ability to plan effective actions for pupils at risk of underachieving.
* Some experience of ICT use to support learning.
* Use of other equipment technology – video, photocopier.
* Able to relate well to a wide range of people. E.g. students, parents, colleagues etc.
* Work constructively as part of a team whilst being able to demonstrate initiative.

**Behavioural Attributes**

* Must be customer and student focused.
* Must have a professional and respectful approach which demonstrates support and
* shows mutual respect.
* Able to demonstrate active listening skills.
* Must be able to take responsibility and accountability.
* Committed to the needs of the pupils, parents and other stakeholders by demonstrating problem solving skills to challenge barriers and implement effective solutions
* Committed to providing an effective and efficient service.
* Demonstrates a positive attitude including suggesting solutions, participating, trusting and
* encouraging others and achieving expectations.
* Is committed to the provision and improvement of quality service provision.
* Is adaptable to change/embraces and welcomes change.
* Has the ability to learn from experiences and challenges.
* Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.

**General Safeguarding**

* Motivation to work with children and young people.
* Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
* Emotional resilience in working with challenging behaviours and
* Attitudes to use of authority and maintaining discipline.