



Job Description

Post title	Early Years/KS1 HLTA Maternity Cover
Academy	Hatcham Temple Grove
Grade/Salary	£19,000 - one year or until post holder returns
Responsible for	Supporting students both in class and delivering interventions
Responsible to	Primary Headteacher

Summary of the overall purpose of the job

You will perform a key role in supporting children's learning in all its aspects. You will be required to work with groups and/or class and must have a good understanding of the principles of child development and learning processes with specific emphasis upon Early Years provision. You may as part of this role be required to work 1:1 with individual student of lead whole class activities on occasions.

Key responsibilities and objectives of the job

Improving pupil achievement and progress

- Take responsibility for pupils' progress and attainment
- Track pupil progress against individual targets and provide supportive pupil intervention activities where appropriate
- Analyse pupil performance, altering provision in the light of resultant data
- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Support pupils consistently whilst recognising and responding to their individual needs

Improving the quality of teaching and learning

- Organise and manage appropriate learning environment and resources.
- Plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate

- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against learning objectives
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Record progress and achievement in lessons/activities systematically, 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
- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc
- Administer and assess/mark tests and invigilate exams/tests
- Support the education and social development of pupils under the direction and guidance of the Principal, the all through SENCO/Dyslexia Lead Teacher/AP and class teachers

Improving the quality of the curriculum

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds
- Deliver out of school learning activities within guidelines established by the school
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class

1:1 Support

- Provide support for named pupils to enable them to be fully included and make expected progress
- Establish productive working relationships with pupils, act as a role model and set high expectations
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Support pupils consistently whilst recognising and responding to their individual needs and at the same time promote the inclusion of all pupils
- Employ strategies to recognise and reward achievement of self-reliance, providing feedback to pupils in relation to progress and achievement
- Liaise effectively with teachers, other support staff, health and education specialists, parents, visitors and volunteers
- Work effectively with class teachers on lesson planning and differentiation
- Administer and assess routine tests and invigilate exams/tests
- Use detailed knowledge and specialist skills to support pupils learning

Additional Duties

- Regularly undertake break and lunch-time duties
- Lead one club over two Askean term
- Undertake and commit to on-going professional development to work toward ATLAS Teaching School HLTA accreditation
- Keep and update records as agreed with the all through SENCO/Dyslexia teacher or class teacher

- Meet deadlines
- Determine the need for, prepare and maintain general and specialist equipment and resources
- Undertake other duties from time to time as the headteacher requires
- Support the aims and ethos of the Federation
- 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
- Maintain high professional standards i.e. business dress, punctuality and attendance
- Attend team and staff meetings as required
- Appreciate and support the role of other professionals
- Participate in training and other learning activities and performance development as required
- Accompany staff and pupils on visits, trips and out of school activities as required
- Work constructively as part of a team, understanding classroom roles and responsibilities and own position within these
- Be prepared to work cross-phase as necessary

General responsibilities and objectives

- To promote equal opportunities in the academy
- To actively promote the aims and ethos of the Federation / Academy
- To support the Academy's commitment to the continued professional development of all staff
- To undertake any additional duties as may reasonably be required by the CEO or Principal
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the Academy's safeguarding policies.

Please note

This job description reflects the core activities of the role and as the Federation and the post-holder develop there will inevitably be changes in the emphasis of duties. It is expected that the post-holder recognise this and adopt a flexible approach to work and be willing to participate in training.

If changes to the job become significant, the job description should be reviewed formally by the post-holder and line manager.

Date

May 2016

Person specification

Criteria	E S S E N T I A L	D E S I R A B L E	HOW IDENTIFIED AND ASSESSED AP Application AS Assessment I Interview P Presentation R References
Education/qualification and training			
Experience of working with children of relevant age is advantageous		✓	AP
Excellent degree (minimum 2.1)		✓	AP
Knowledge/skills			
Ability to plan effective actions for pupils at risk of underachieving	✓		AP/I/AS/R
Ability to relate well to children and adults	✓		AP/I/AS/R
Constantly improve own practice/knowledge through self-evaluation and learning from others	✓		AP/I/AS/R
Use ICT effectively to support learning activities	✓		AP/I/AS/R
Basic understanding of child development and learning		✓	AP/I/AS/R
Experience			
Experience of working with children		✓	AP/I/AS/R
Use ICT effectively to record student progress/behaviour on school's information system		✓	AP/I/AS/R
Personal characteristics/other requirements			
Approachable	✓		I/AS/R
Good communication Skills	✓		AP/I/AS/R
Collaborative approach	✓		AP/I/AS/R
Is a problem-solver	✓		AP/I/AS/R