

Woodfield School
HLTA Job Description



Job title: HLTA

Contract: Permanent

Salary: S7 point 1, full time equivalent £31,262 (pro rata £22,411)

Hours: 30 hours per week / 39 weeks per year

Job Purpose: To provide and deliver learning activities for whole classes of pupils under the professional supervision of a qualified teacher/member of SLT. Act as form tutor. To prepare and deliver lessons, record and report on development, progress and attainment.

Accountable to: The Headteacher/ Under the direction of a Qualified Class Teacher/SLT

Main duties:

- Working within the framework set by teachers/subject coordinators, to contribute effectively to the planning and preparation of lessons and undertaking the HLTA's roles in these, including selection and preparation of pupils' learning activities in accordance with professional judgements made by the Headteacher or other appropriate teaching staff
- Monitoring and evaluating pupils' participation and progress through the application of a range of assessment activities
- Organising and managing safely the learning activities, the physical teaching space and resources of which the HLTA has responsibility
- On the recommendation of the Headteacher delivering specified work to individual pupils, groups and whole classes
- Participates in the organisation and accompanies pupils on off-site and, where agreed, 'extended school' activities under an agreed system of supervision
- Works as a key member of a team ensuring the wellbeing, social development and behavioural and personal development of pupils through recognising their potential and enhancing their learning opportunities and opportunities to develop life skills
- To provide whole class PPA teaching cover
- To carry out responsibilities associated with being a form tutor

Under the direction of the teacher:

- Delivers specified work to individuals, groups and whole classes as determined by the Headteacher/SLT
- Implements procedures for the monitoring, assessment, recording and evaluating of pupils progress, including targets
- Able to develop specific knowledge and expertise to work with groups of pupils to deliver aspects of the curriculum
- Provides specialist welfare support for pupils with sensory and/or physical impairment
- Develops the specialist knowledge required to provide appropriate personal care of therapy
- Works as part of a team to ensure that the well-being, social and personal development of pupils enhances learning opportunities and life skills
- Organises and maintains the learning environment and takes responsibility for specific aspects of class organisation and administration
- To have knowledge of the planning and contribute to the evaluation of activities where required

- Able to prepare resources for teaching and learning activities
- Able to think through and implement strategies to enhance pupil learning
- Able to plan and organise own work schedule
- Able to undertake administrative procedures
- Maintains confidentiality in and outside the workplace
- Understands and assists in interpretation of school policies
- Under the guidance of a teacher to plan learning activities to suit pupil ability
- To cover a class in short-term absence of the teacher when required and as appropriate

Support for the pupils:

- Able to provide personal care or develop the knowledge and expertise to deliver appropriate support/therapy
- To assist in meeting the pupils needs for encouragement, reassurance and well-being
- To attend to the pupils personal requirements and physical care on a daily basis and encourage self-help at all times
- Maybe required to respond to pupils' needs in routine, pre-agreed tasks (including routine medical needs)
- Maybe required to carry out personal care routines as appropriate
- To participate in the supervision of pupils during break and lunch time as appropriate, providing activities and managing behaviour
- To administer First Aid/CPI (MAPA) and keep up-to-date with training, as agreed with the Headteacher
- To support pupils using a trauma informed approach

Support for the curriculum:

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies
- Support the use of IT in learning activities and develop pupils competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the learning goal/relevant learning activity and assist pupils in their use
- Develops areas of expertise to implement within the curriculum, by leading small group learning activities and disseminate knowledge of skills to these supporting pupils on a 1:1 basis

Support for the school:

- Be aware of and comply with policies and procedures relating to child protection/safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference; ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate, respect and support the role of other professionals
- Attend and participate in relevant meetings as required, including the teacher meeting cycle
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at break times
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- Take an active part within the staff team

- Closely adhere to attendance and absence policy

Professional meetings and training:

- There is the expectation that all teaching assistants will be actively involved in professional development. This may include attendance at regular meetings within the organisation, half termly attendance at whole staff meetings (for which there will be pay) and INSETs
- All support staff will be subject to an annual appraisal of their work and new targets will be set that support professional development and the school's development plan.

Safeguarding Statement:

Woodfield School 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. We welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.