

HLTA

Job Description

Location: Holdbrook Primary School & Nursery

Pay grade: H5

Purpose of the role: To work with teachers to organise and support teaching and learning activities for classes. The primary focus is to undertake specified work with individuals, groups and whole classes under the direction and supervision of a qualified teacher.

Responsibilities:

- Plan, prepare and deliver specified learning activities to individuals, small groups and/or classes modifying and adapting activities as necessary under the direction and supervision of a teacher
- Assess, record and report on development, progress and attainment
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate
- Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision
- Assess the needs of pupils and use knowledge and specialist skills to support pupils' learning
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Teaching Assistants at this level are expected to undertake at least one of the following:
 - Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties
 - Provide specialist support to pupils where English is not their first language
 - Provide specialist support to gifted and talented pupils
 - Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).

Teaching Assistants in this role may also undertake some or all of the following:

- Develop and implement Individual Development Plans for pupils (such as Individual Educational Plans), including attendance at, and contribution to, reviews
- Support the role of parents / carers in pupils' learning and contribute to meetings with parents / carers to provide constructive feedback on pupil progress/achievement etc
- Contribute to the development of policies and procedures
- Provide cover supervision of classes
- Supervise or manage the work and development of other classroom support staff
- Be responsible for the preparation, maintenance and control of stocks of materials and resources
- Liaise with external agencies on a regular basis
- Provide pastoral care to pupils for example as head of year or tutor group
- Be responsible for pupils who are not working to the normal timetable
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
- Invigilate exams and tests
- Be responsible for the presentation of displays.

<p>Knowledge</p> <p>NVQ level 2 in numeracy and literacy (or equivalent)</p> <p>Working towards NOS</p> <p>Good knowledge of ICT (inc tools for planning, research, analysis & admin) and hardware (inc digital cameras, computers, email and internet)</p> <p>Understanding of statutory and non-statutory frameworks for school curriculum</p> <p>Understanding of SEN code of practice and disabilities legislation</p> <p>Understanding of Health and wellbeing, safety and child protection</p> <p>Understanding of the Schools Ethos and Values</p> <p>Understanding of Data Protection and confidentiality</p>	<p>Competencies</p> <p>Communication (written and verbal)</p> <p>Decision making</p> <p>Team working</p> <p>Active listening</p> <p>Sensitivity</p> <p>People management</p> <p>Monitoring</p> <p>Drive</p> <p>Adaptability</p> <p>Managing relationships</p>
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This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

This role will be reviewed annually as part of the PMD process

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.