



APPENDIX TWO

JOB DESCRIPTIONS

	Job Title	HLTA
	School	Leopold Primary School
	Location	
	Grade	Scale 5
	Reports to	<i>Assistant Head Teacher of Key Stage</i>
	Staffing Responsibility	N/A
	Restricted	No

1. Job Purpose:

(Summary of the overall purpose of the job)

- 1.1 To work under the guidance of teaching/senior staff, and within an agreed system of supervision, to implement agreed work programmes with individuals/groups (including those requiring detailed and/or specialist knowledge in particular areas, in or out of the classroom).
- 1.2 To assist the teacher in the whole planning cycle and the management of resources.
- 1.3 To supervise as required whole classes occasionally during the short-term absence of teachers, to maintain good order, keep pupils on task, respond to questions and generally assist pupils to undertake set activities.
- 1.4 To contribute to the overall ethos, work and aims of the school.

2. Principal Accountabilities And Responsibilities:

(Indicate the main accountabilities, responsibilities and expected outcomes (8-10 bullets should be sufficient).

- 2.1 Implement structured and agreed learning activities and teaching programmes for individuals and groups of pupils, including local and national learning strategies such as literacy, numeracy, early years, KS3.
- 2.2 Adjust learning activities and teaching programmes to take account of pupil needs and responses.
- 2.3 Make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- 2.4 Use specialist (curricular/learning) skills/training/experience to support pupils learning.



- 2.5 Assist pupils to access learning activities through specialist support, recognising and responding to their individual needs.
- 2.6 Use appropriate strategies and approaches to support and assist pupils to achieve learning goals
- 2.7 Contribute to the development and implementation of individual Education/Behaviour Plans and Personal Care programmes.
- 2.8 Work with the teacher to establish an appropriate learning environment, and to plan, evaluate and adjust lesson/work plans.
- 2.9 Monitor and evaluate pupils' progress, achievements and responses in respect of all learning activities and teaching programmes through observation and planned recording of achievement against pre-determined learning objectives.
- 2.10 Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems and/or records as requested.
- 2.11 Provide objective, accurate and detailed feedback to the teacher on pupil progress, achievements, and other matters ensuring the availability of appropriate evidence.
- 2.12 Provide feedback to pupils on their progress, development and achievement.
- 2.13 Liaise sensitively and effectively with parents/carers as agreed with the teacher and participate in feedback sessions/meetings with parents/carers with teacher or as directed.
- 2.14 Promote and employ strategies to enable the inclusion and acceptance of all pupils, encourage self-esteem, and recognise and reward independence and self-reliance.
- 2.15 Promote positive values, attitudes and pupil behaviour, dealing promptly with conflict and incidents in accordance with the school's policies and procedures, and encourage pupils to take personal responsibility for their behaviour.
- 2.16 Determine the need for, prepare and maintain general and specialist equipment and resources, including information and communication technology (ICT), for use in relevant learning activities and teaching programmes, and assist in the development of pupils' competence and independence in their use.
- 2.17 Administer routine tests, invigilate exams, and undertake marking of pupils' work.
- 2.18 Provide clerical and administrative support to teaching staff, including photocopying, word-processing, filing, collecting money, administering coursework, and production of worksheets for agreed activities.
- 2.19 Undertake planned supervision of pupils' out of school hours learning activities.
- 2.20 Supervise pupils on trips and school activities as required.
- 2.21 Participate in training and development activities and programmes, and attend and participate in meetings, as required.
- 2.22 Establish and develop constructive relationships with other agencies/professionals, in liaison with the teacher, to support progress and achievement of pupils.
- 2.23 Provide guidance and supervision and assist in the training and development of staff as appropriate.



2.24 Be aware of and comply with policies and procedures, and report all concerns to an appropriate person, in respect of:

- child protection,
- health, safety and security,
- confidentiality, and
- data protection.

2.25 Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.

2.26 Undertake these duties within agreed departmental service/school objectives, policies and procedures and promote the Council's Equal Opportunities Policy.