

	Role:	EAL HLTA
	Salary Scale:	SO1
	Updated:	October 2023

Line Manager:	Assistant Headteacher
Supervision:	N/A

Main Duties & Responsibilities:

The successfully appointed HLTA would be expected to work with students and staff to maximise the learning opportunities for all students, especially those learning English as an additional language.

This will include:

Work with students:

- To plan and lead faculty interventions to support EAL, including individual, small group and whole class as directed by the Line Manager.
- To improve attainment and build confidence.
- To be a tutor or co-tutor when needed.
- To liaise with the SENCo and AHT responsible for reading regarding student needs.
- Maintain and analyse records of pupils' progress whilst part of your caseload.
- Assist in managing pupil data by gathering information, inputting data and considering results.
- To build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and be concerned for their development as learners.
- To demonstrate and promote the positive values, attitudes and behaviour expected from the pupils at all times.
- To work collaboratively with colleagues, and carry out your role effectively, knowing when to seek help and advice.
- Use clearly structured teaching and learning activities that ensure you maintain interest and motivate pupils, and advance their learning.
- Communicate effectively and sensitively with pupils to support their learning.
- Promote and support the inclusion of all pupils in the learning activities in which they are involved.
- Use behaviour management strategies, in line with the school's policy and procedures, which contribute to a purposeful learning environment.
- Where relevant, to guide the work of other adults supporting teaching and learning in the classroom.

Academic support for students:

- Understanding students' specific needs and implementing a range of appropriate strategies that will ensure they make at least expected progress.
- Enabling students to achieve attainable targets in lessons and in homework
- Liaising with subject teachers to assist in preparing work and resources for Schemes of Learning that meet the needs of target students
- Working on skills such as literacy, numeracy, study skills, etc. to ensure that they make the best possible progress.
- To work with groups and individual children to undertake specific assessment; to report back to appropriate senior staff on observations you have made regarding pupils, highlighting problems for resolution

- To organise particular programmes of targeted support including identifying particular needs and assessing progress.

Social support for students:

- developing positive relationships with the students.
- promoting the student's self esteem.
- encouraging students to develop other interests inside and outside of school.
- supporting students during school social times.

Support teachers:

- Maintaining appropriate written records of supported lessons.
- Developing subject-specific targets for supported lessons
- Liaising regularly with the SENCo, Head of Learning Support, Assistant Headteacher and Head(s) of Department
- Contributing to planning, reviews and department meetings
- To provide guidance to Teaching Assistants, including role modelling and supporting their training and assisting in assessing needs.
- To cover known and unknown absences within the faculty and across the school where needed.

Support the school:

- monitoring the use and return of any allocated school resources.
- liaising with outside agencies where appropriate under guidance from the Head of Learning Support.
- liaising with other staff.
- attending House Team and/or Department/Faculty meetings.
- being aware of, and complying with, school procedures.

Maintain health, safety & discipline:

- promoting the safety and well-being of pupils.
- maintaining good order and discipline among pupils.
- Organise and manage safely the learning activities, the physical teaching space and resources for which they are given responsibility.
- To supervise pupils during breaks and/or lunchtimes if required.

Professional development:

- participating in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff.
- participating in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.
- To manage own time by being proactive and having responsibility for your own personal practice and development.

Other Duties & Responsibilities

In this role, you will be expected to:

- engage with the wider school community, supporting and modelling the values and ethos of Lister Community School at all times.
- share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
- abide by, and adhere to, all policies applicable to employees of both Lister Community School and the Newham Community Learning Trust.

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Equality and Diversity

We are committed to and champion equality and diversity in all aspects of employment within the Newham Community Learning Trust. All employees are expected to understand and promote equality and diversity in the course of their work.

Safeguarding Children

Lister Community School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment. It is the post-holder's responsibility to promote and safeguard the welfare of children and young people with whom they have contact, and to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy at all times.

If, in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children they must record the details and take appropriate action, according to the nature of the concern, to safeguard the young person and inform the relevant staff within school, including the Designated Safeguarding Lead.

PLEASE NOTE: Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Lister Community School reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility. These duties may be varied at the discretion of the Headteacher or Governing Body from time to time, to address the changing needs of the school and the development of the role.