

Job Description

Title of post	HLTA
Salary	Grade F, SCP 13: £26,873 per annum, term time only plus one week Actual Salary: £5,915.
Hours of work	9.5 hours per week, term time only, plus one week Permanent.
Line manager and responsible for reviews	Headteacher/Member of Senior Management Team

Purpose of the Post

- To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.
- To advance pupils' learning in a range of classroom settings, including working with individual pupils or groups and whole classes where the assigned teacher is not present, e.g. PPA time or covering short term absence. Activities involve planning, preparing and delivering learning lessons as well as monitoring pupils, assessing, recording and reporting on pupils achievement, progress and development.
- May have specific responsibilities for the management and development of key areas within the school and/or management of other support staff, including the allocation and monitoring of work, appraisal and training

Main Duties/Responsibilities

Effective communication and engagement with children, young people and their families and carers

- Establish constructive relationships with parents/carers, exchange information, facilitate their support for their child's attendance, access and learning and support home to school and community links.
- Provide advice and guidance as required and appropriate.
- Develop and use effective communication systems appropriate to the audience.
- Listen in a calm, open, non-threatening manner and use questions to check understanding and acknowledge that you have heard what is being said.
- Understand how to present genuine choices to young people and how to obtain consent to sharing information.
- Provide support and encouragement to children and young people.
- Know that communication is a two-way process.
- Know how to listen to people, make them feel valued and involved, and know when it is important to focus on the individual rather than the group.

Child & Young Person Development

- Within an agreed system of supervision, plan teaching and learning objectives and evaluate and adjust lessons/work plans as appropriate.
- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.

- Take an appropriate role in the development and implementation of appropriate behaviour management strategies.
- Provide objective accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Work with the School's agreed discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Challenge and motivate pupils, promote and reinforce self-esteem.
- As required take an appropriate role in the development, implementation and monitoring of systems relating to attendance and integration e.g. registration, truancy, pastoral systems etc.
- Participate in the marking of pupils' work and accurately record achievement/progress.
- Listen actively and respond to concerns about developmental or behavioural changes.
- Know that development includes emotional, physical, intellectual, social, moral and character growth, and know that they can all affect one another.
- Know how to interact with children in ways that support the development of their ability to think and learn.
- Know how to obtain support and report concerns.
- Encourage a child or young person to value their experiences and knowledge.

Safeguarding and promoting the welfare of the child

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security.
- Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with.
- Be able to recognise when a child or young person is in danger or at risk of harm, and take action to protect them.
- Have an awareness and basic knowledge where appropriate of the most recent legislation.

Supporting transitions

- Listen to concerns; recognise and take account of signs of change in attitudes and behaviour.
- Understand your own role and its limits, and the importance of providing care or support.

Multi Agency Working

- Play an appropriate part in establishing constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Work in a team context – forging and sustaining relationships across agencies and respecting the contribution of others working with children, young people and families.
- Know how to work within your own and other organisational values, beliefs and cultures.
- Know the value and expertise you bring to a team and that brought by your colleagues.

Sharing Information

- Work with other staff in planning, evaluating and adjusting learning activities as appropriate.
- Use clear language to communicate information unambiguously to others including children, young people, their families and carers.
- Liaise between managers/teaching staff and teaching assistants in the school.
- Attend staff meetings, training days and management meetings by agreement with the Headteacher.
- Know about the common assessment framework and, where appropriate, how to use it.
- Understand the importance of sharing information, how it can help and the dangers of not doing so.

Administration/Other

- Organise and manage an appropriate learning environment and resources.
- Use ICT to advance pupils' learning, and use common ICT tools for own and pupils' learning.
- As required, assist with administrative support e.g. dealing with correspondence, compilation/analysis, reporting on attendance, exclusions etc., making phone calls.
- Manage a team of support staff working across the school.
- Participate in the recruitment/ induction/appraisal/training/mentoring of other support staff working across the school.
- Participate in the School's performance management scheme.
- Participate in training and other learning activities and performance development as required.
- Supervise pupils sitting internal and external examinations, ensuring that examinations comply with Examination Board Regulations.
- Under the guidance and supervision of a class teacher be responsible for marking the register or being a form tutor.

Equalities

- Ensure services are delivered in accordance with the aims of the equality Policy Statement.
- Develop own and team members understanding of equality issues.

Health & Safety

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the role in relation to the post holder's professional responsibilities and duties.