



Ferryhill Business and Enterprise College

Job Title:	HLTA - English
Grade:	Grade 7 £22,911 - £26,317 (pay award pending)
Hours:	Term Time Only plus 1 week (pro-rated) –37 hours per week
Line Manager:	Director of Learning English
Reporting on a day to basis to:	SENCO

Main Duties and Responsibilities:

To support the school's strategy to raise standards in English by complementing the professional work of the English teachers.

- To run all aspects the school's Accelerated Reader programme, including organising the baseline tests; delivering Accelerated Reader lessons; running-off regular reports for the Head Teacher and Director of Learning; maintaining the book stock; and having responsibility for the AR budget.
- To compliment the work of class teachers and the Department as a whole, contributing to a range of teaching and learning activities, and working collaboratively as part of a professional team.
- To deliver learning activities to individuals, groups or whole classes where the assigned teacher is not present.
- To monitor and record pupils' achievements during intervention.
- To support all pupils in their learning and development, and treat them with respect and consideration.
- To consistently promote positive values, attitudes and behaviour.
- To have high expectations of all pupils' achievement and a commitment to raising educational standards.
- To encourage the social and emotional development of pupils.
- To encourage pupils to participate in all aspects of school life.
- To help pupils to become more independent.
- To promote the inclusion and acceptance of all pupils.
- Attend planning and preparation meetings as required.

Teaching and Learning Activities

- Assist in the delivery of Schemes of Work.
- Work with individuals or small groups (either within the lesson or in a withdrawal group) or the whole class.
- To help raise standards of achievement for all pupils including use of support programmes.

- Contribute effectively to the selection and preparation of teaching resources to support learning.
- Support departmental intervention strategies with key students and deliver planned lessons to targeted students.
- Assist in tracking and monitoring of pupil performance.
- Use clearly structured teaching and learning activities that 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.
- Organise and manage safely the learning activities, the teaching space and resources for which they have responsibility.
- Co-ordinate departmental administration at Director of Learning's request.

Professional Values & Practice

- Have high expectations of all pupils and promote and reinforce pupils' well-being and self-esteem.
- Respect pupils' social, cultural, linguistic, religious and ethnic backgrounds.
- Be committed to raising the educational achievement of pupils.
- Build and maintain successful relationships with pupils, treating them consistently, with respect and consideration and to be concerned for their development as learners.
- Demonstrate and promote the same positive values, attitudes and behaviour that are expected from pupils.
- Work collaboratively with colleagues to meet the needs of all pupils (including working with the SENDCO).
- Carry out all aspects of the role effectively and to seek advice when necessary.
- Recognise and respond effectively to equal opportunities issues as they arise, including challenging stereotyped views and by challenging bullying and harassment, following relevant policies and procedures.
- Participate in the school's Performance Management procedures.

The candidate will also fulfil any other duties which reasonably fall within the purpose of the post, and which may be allocated by the Headteacher or Director of Learning.

FBEC is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

The post is subject to enhanced disclosure; the successful applicant will be subject to relevant vetting checks before an offer of appointment is made.