

**Job Description**

**HLTA**

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| **Key Role/Functions**  To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision involving planning, preparation and delivering learning activities for individuals/groups or short term, whole classes. To monitor, assess, record and report on pupils’ achievement, progress and development. To cover PPA for teachers.  **Specific Duties and Responsibilities**  1. **Support for Pupils**   * To assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning * To establish productive working relationships with pupils, acting as a role model and setting high expectations * To promote the inclusion and acceptance of all pupils within the classroom to develop and implement Action Plans * To support pupils consistently whilst recognising and responding to their individual needs * To encourage pupils to interact and work co-operatively with others and engage all pupils in activities * To promote independence and employ strategies to recognise and reward achievements of self-reliance * To provide feedback to pupils in relation to progress and achievement   2. **Support for Teachers**   * To produce lesson plans, worksheets, plan challenging teaching and learning objectives, evaluate and adjust lesson/work plans as appropriate within an agreed system of supervision * To monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives * To provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence * To record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and attainment * To work within an established discipline policy to anticipate and manage behaviour constructively, promoting self control and independence * To support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.   **3. Support for the Curriculum**   * To deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs * To deliver local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of pupils’ skills * To use ICT effectively to support learning activities and develop pupils' competence and independence in its use * To select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural activities * To advise on appropriate deployment and use of specialist resources or equipment   **4. Support for the School**   * To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person * To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop * To contribute to the overall ethos/work/aims of the school * To establish constructive relationships and communicate with other agencies /professionals, in liaison with the teacher, to support achievement and progress of pupils * To take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils * To recognise own strengths and areas of specialist expertise and use these to lead, advise and support others * To deliver out of school learning activities within guidelines established by the school * To contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class |
| **GENERAL**  The Higher Level Teaching Assistant may be called upon to perform other duties that the Headteacher considers reasonable, that are commensurate with the grading and designation of the post. |