



Job Description & Person Specification

Job Title:	HLTA
Location:	Spaldwick Primary School
Reports to:	Headteacher

Purpose

- To deliver lessons or sequences of lesson to the whole class or identified groups of children. Encourage participation of children in the academic and social activities of the school. Contribute to raising standards of achievement for all pupils by meeting the HLTA standards.

Main Responsibilities

- As agreed with the class teacher or Headteacher, take responsibility for delivering planned curriculum activities with a group or whole class and support them to achieve their learning outcomes, including covering classes for teacher absence.
- When requested, contribute to the planning and preparation of learning activities.
- Take responsibility for delivering learning activities with individuals and small groups who require a specific intervention, as agreed with the class teacher.
- Establish and maintain supportive relationships with individual pupils, whole class groups and parents/carers.
- Give feedback to parents about children, as part of an agreed system with the class teacher or HT.
- Be proactive in being prepared for each lesson or series of lessons e.g. speak to the class teacher in advance, know where to find lesson plans, be familiar with the lesson plan.
- Teach lessons as part of weekly PPA or leadership time for class teachers
- Provide verbal and written feedback on learning activities in line with the school's policy.
- Provide feedback to the class teacher in evaluating pupil progress where a lesson or series of lessons has been taught.
- Ensure the learning environment is organised and that resources are ready in advance of the lesson, developing appropriate classroom resources in advance, as required.
- Provide targeted support to individuals and groups to enhance learning and improve attainment.
- Contribute to behaviour management within the classroom and the whole school and take charge of situations to allow the teacher to continue to work with the rest of the class, as required.



Other Responsibilities

Safeguarding

- To adhere with the provisions of school and Trust policies, in particular the school policy for Safeguarding and Child Protection, the Trust Code of Conduct and the requirements of Keeping Children Safe in Education
- To ensure an environment that safeguards all pupils
- Encourage good practice by promoting and championing the child protection policy and procedures
- Respond appropriately to disclosures or concerns which relate to the well-being of a child, following school policies at all times.
- Attend and participate in relevant training, sharing the knowledge and ideas gained with colleagues
- To read and keep up to date with changes to school policies and DfE guidance
- To ensure operational continuity and effective safeguarding, time off work (contracted working hours) during term time will not be permitted, unless under exceptional circumstances.

Any other duties required by the Class teachers, Assistant Head for the Phase, Deputy Headteacher, or the Headteacher, which is in the scope of the post.

Some additional assessment and marking may be required outside of directed hours.

This job description may be amended at any time after discussion with you, but in any case, will be reviewed at the beginning of each new school year.

Support for the school

- Develop and maintain effective working relationships with other staff and parents or carers.
- Ensure that the whole school provides a safe environment. · Attend and actively participate in staff meetings where requested.
- Contribute to the development of less experienced teaching assistants.
- Act as a mentor and role model for other teaching assistants and direct the role of teaching assistants while teaching whole class sessions.
- Provide guidance to teaching assistants on promoting inclusion in the classroom
- Be aware of and follow school policies and procedures

Health & Safety

- Act during their employment with due care for the health, safety and welfare of themselves, other employees and other persons in accordance with the school's Health and Safety Policy

Spaldwick Primary School is committed to promoting and safeguarding the welfare of all pupils and expects all staff and volunteers to share this commitment.



This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Signed..... (HLTA)

Signed..... (Headteacher)

Date.....