



Job Description

Job Title:	HLTA (1 year fixed term)	School Name:	John Donne Primary School
Grade and Range:	Grade 5 Spine Point 6 - 13	Hours:	35 hours per week
Reports To:	Headteacher / Deputy Head / Assistant Head	Working Pattern:	Term Time Only
		Supervises:	None

Purpose and context:	To cover whole classes as directed by SLT by working under the guidance of teaching/senior staff to plan lessons and prepare resources. This may include covering lessons requiring detailed and specialist knowledge in particular areas. The primary focus will be to maintain good order and to keep pupils on task. HLTA's will need to respond to questions and generally assist pupils to undertake set activities. In addition, HLTA's will be required to undertake interventions and implement agreed work programmes with individuals/groups, in or out of the classroom.
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Principle Accountabilities:

- SUPPORT FOR PUPILS
- Work with the teacher to establish an appropriate learning environment
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently, whilst recognising and responding to their individual needs
- Encourage pupils to interact and work cooperatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Use specialist (curricular/learning) skills/training/experience to support pupils
- Assist with the development and implementation of IEPs
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against predetermined learning objectives
- To cover and lead class teaching (under supervision) as and when appropriate
- Direct the work, where relevant, of other adults in supporting learning
- SUPPORT FOR THE CURRICULUM
- With guidance from teaching/senior staff, plan, adjust and evaluate lessons/work plans as appropriate
- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Undertake marking of pupils' work and accurately record achievement/progress
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Administer and assess routine tests and invigilate exams/tests
- Provide general clerical/admin support e.g. administer coursework, produce worksheets for agreed activities etc.
- Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use

- Use their area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities
- Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning
- Plan how they will support the inclusion of pupils in the learning activities

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents, or as directed
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise to provide appropriate guidance and supervision, and assist in the training and development of staff as appropriate
- Undertake planned supervision of pupils' out of school hours learning activities
- Supervise pupils on visits, trips and out of school activities as required
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Southwark Safeguarding Children's Board and the school's safeguarding policy
- Understanding of effective teaching methods
- Knowledge of how to successfully lead learning activities for a group or class of children
- Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support
- Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice

<p>General Statements</p>	<ul style="list-style-type: none"> • Required to carry out all reasonable duties and responsibilities of the post in accordance with the Councils' policies and procedures and standing orders. • Enactment of Health and Safety requirements and initiatives as appropriate • All employees are required to declare any conflict of interest that may arise before or during their employment. • Any outside activities, either paid or unpaid, must not in the view of the School conflict with or react detrimentally to the Authority's interest, or in any way weaken public confidence in the conduct of the School's business. • Undergo and meet school conditions for a satisfactory enhanced CRB check. • Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the School's policies and procedures. • To have due regard for safeguarding and promoting the welfare of children and young people, and to follow the child protection procedures adopted by the Southwark Safeguarding Children Board. • Ensuring work is in line with the School's Green Commitment Policy goals. • Being aware of responsibilities under the Data Protection act for the security, accuracy and relevance of information held and maintained. • Treating all information acquired through your employment, both formally and informally, in strict confidence • To demonstrate a commitment to good customer care. • Any other duties of an appropriate level and nature will also be required.
<p>To contribute as an effective and collaborative member of the School Team</p>	<ul style="list-style-type: none"> • Participating in training to be able to demonstrate competence. • Participating in first aid training as required. • Participating in the ongoing development, implementation and monitoring of the service plans. • Contributing in meetings and being a supportive member of the school team.



Person Specification

Job Title:	HLTA Grade 5	School Name:	John Donne Primary School
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		Essential (E) Or Desirable (D)	How assessed (A / I / T)
Knowledge / qualifications:	<ul style="list-style-type: none"> • NVQ 3 for Teaching Assistants or equivalent qualification or experience • Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc. • Appropriate first aid training • Can use ICT effectively to support learning • Use of other equipment technology – video, photocopier • Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation • Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies • Understanding of principles of child development and learning processes 	E	Indicate how skill will be assessed either application form, at interview or tested
Experience:	<ul style="list-style-type: none"> • Experience of working with or caring for children of relevant age • 1-year minimum experience working as a TA 	E	
Aptitudes, skills and competencies:	<ul style="list-style-type: none"> • Very good numeracy/literacy skills • Ability to self-evaluate learning needs and actively seek learning opportunities • Ability to relate well to children and adults • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these 	E E E E	
Special conditions	<ul style="list-style-type: none"> • Motivated to work with children & young people. • Ability to form & monitor appropriate relationship & personal boundaries with children & young people. 	E E	

	<ul style="list-style-type: none"> ● Emotional resilience in working with challenging behaviours. ● Appropriate attitudes to use of authority & maintaining discipline. ● The post holder may be required to work outside of normal school hours on occasion, with due notice. ● To undergo an enhanced DBS check – individuals on the ISA barred list should not apply. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	
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