



Job Description for a HLTA

Position Title: Higher Level Teaching Assistant

Location: Balby Central Primary Academy

As a member of staff you also benefit from greater opportunities for professional development and promotion as we encourage movement between our academies to give you broader work experience. Therefore, you could be required to work in any school within the Academy Trust.

Grade: Grade 6

Hours: 37 Hours per week, Term Time plus 5 Days

Reporting to: Assistant Headteacher (Teaching & Learning) and Headteacher

Purpose of the Job

All aspects of the job description are to be carried out within a system of supervision by qualified teachers and the Headteacher.

- Complement teachers' delivery of the national curriculum and contribute to the development of other support staff, pupils and school policies and strategies
- Work collaboratively with teaching staff and assist teachers in the whole planning cycle and the management/preparation of resources. Also, to supervise whole classes occasionally during the short-term absence of teachers
- Provide support for pupils, the teacher and the school to raise standards of achievement for all pupils
- Utilise advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes or small groups
- Encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life

Main Duties and Responsibilities

- Plan and prepare lessons with teachers, participating in all stages of the planning cycle, including in lesson planning, evaluating and adjusting lessons/work plans
- Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupils' needs
- Within an agreed system of supervision and within a pre-determined lesson framework, teach whole classes
- Provide whole class PPA cover when required
- Provide whole class cover for short term teacher absence when required
- Provide detailed verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour, to teachers and pupils
- Motivate and progress pupils' learning by using clearly structured, interesting teaching and learning activities
- Support the teaching of Literacy and Numeracy by delivering intervention programmes to groups of pupils. To assist pupils to access the full curriculum. Be familiar with lesson plans, targets and learning objectives
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Promote and support the inclusion of all pupils, including those with specific needs, both in learning activities and within the classroom
- Use behaviour management strategies, in line with the school's policies and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others
- In accordance with arrangements made by the Headteacher, progress pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present
- Organise and safely manage the appropriate learning environment and resources
- Promote and reinforce children's self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance
- Assist the class teacher in encouraging acceptance and integration of children with special needs, or from different cultures and/or with different first language

- With teachers, evaluate pupils' progress through a range of assessment activities
- Assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs
- Monitor pupils' participation and progress and provide constructive feedback to pupils in relation to their progress and achievement
- Assist in maintaining and analysing records of pupils' progress
- Contribute to programmes of observation and assessment as planned by the teacher and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children
- Contribute to the overall ethos, vision and aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school.
- Participate in weekly staff meetings and training days
- Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual/s involved understand it is unacceptable
- Understand and implement school child protection procedures and comply with legal responsibilities
- Assist in maintaining good discipline of pupils throughout the school and escort and supervise pupils on planned visits and journeys
- Provide support and assistance for children's pastoral needs, for example, dressing, caring for sick, injured or distressed children
- Provide physical support and maintain personal equipment used by the children at the school
- Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links
- Supervise pupils in the playground and plan and organise play time activities

- Provide first aid to pupils, staff and visitors ensuring compliance with Health and Safety legislation and Balby Central Primary Academy's policies, completing required documentation in respect of first aid.

Other

- Any other duties required by the Class teacher/Headteacher which is within the scope of this post
- At all times carry out duties with due regard to the school's Health and Safety Policy
- To work within and encourage the school's Equal Opportunity Policy and contribute to diversity policies and programmes in relation to discriminatory behaviour
- Ensure all procedures relating to Safeguarding and Child Protection are followed as a priority

ADDITIONAL INFORMATION

The post holder's duties must be carried out in compliance with the Academy's policies and procedures including Child Protection and Safety Policies and the Academy's Equal Opportunities Policy, Information Security Policies, Financial Regulations and Standing Orders, the Health and Safety at Work Act (1974) and subsequent health and safety legislation.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the Postholder may be required to undertake reasonably determined duties and responsibilities commensurate with the grading of the post and in particular as contained in the employer's guide.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought.

Balby Central Primary Academy is committed to safeguarding and promoting the welfare of all pupils and expects all staff and volunteers to share this commitment.