

School Name: Abingdon Primary School
Post Title: HLTA – Level 4
Grade E: SCP 12-15
Actual Salary £22,828 - £24,022 pa (under 5yrs continuous service)
£23,345 - £24,566 pa (over 5yrs continuous service)
Hours/Weeks: 37 hours per week, Term Time Only, plus 5 days working
Responsible to: SLT

JOB SPECIFICATION MAIN RESPONSIBILITIES OF THE POST:

As HLTA, you will support in the planning and delivery of high-quality learning experiences and when necessary cover whole classes in the absence of a teacher across the school. You will have a high expectation of learning and behaviour and inspire and motivate our children, seeking to make learning exciting and a positive experience. You will need to demonstrate good communication skills, both orally and written and work well as part of a team.

Main Tasks and Responsibilities of the Post:

Under the guidance and direction of teaching staff:

SUPPORT FOR PUPILS

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Implement IEPs with the support of SENCO
- 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 co-operatively with others and engage all pupils' activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement

SUPPORT FOR THE TEACHER

- Organise and manage appropriate learning environment and resources
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence
- Supporting the roll of parents in pupil's learning and contribute to meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Administer and assess/mark tests
- Production of lesson plans and resources

SUPPORT FOR THE CURRICULUM

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Implement local and national learning strategies e.g. literacy, numeracy, 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

- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources
- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds
- Advise on appropriate deployment and use of specialist aid/resources/equipment

SUPPORT FOR THE SCHOOL

- 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
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- 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
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- Deliver out of school learning activities within guidelines established by the school, including an after school club
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class
- Attend and contribute to staff meetings when required to do so
- Undertake first aid training and responsibilities as required.

Other duties commensurate with the grade of the post as required by the Headteacher or Senior Leadership Team.