



Job Description

Post title: HLTA
Responsible to: Deputy Headteacher
Salary: G5
Status: Fixed Term Contract (1 year with the potential to become permanent)

PURPOSE

To work under the supervision of teaching staff to enhance children's learning by supporting the delivery of quality teaching and learning and to assist in raising standards of achievement for all pupils.

SUPPORT FOR PUPILS

- Provide specialist inclusion support for children ensuring their safety and well-being as well as their learning and development.
- Work with children to enable them to reach challenging and aspirational targets.
- Support independent and autonomous learning and development.
- Support and supervise individual pupils or groups as required with teacher-led or planned learning activities whilst monitoring and informing on progress, in order to enable pupils to achieve their full learning potential
- Establish and maintain appropriate relationships with individual pupils and groups by communicating effectively and encourage their social and emotional development, building trust and rapport to support an effective learning environment
- Be aware of and understand individual pupil needs to support them to participate in activities, using and modifying equipment or resources appropriately and dealing with challenges as they arise
- Set challenging and demanding expectations for our pupils, whilst promoting their self-esteem and independence
- Providing feedback and encouragement to pupils as appropriate in relation to progress and achievement, under the guidance of the teacher or other senior members of staff
- Support children with specific needs where directed: such as those with behavioural, emotional, physical or social development needs to enable them to maximise learning and reporting progress or concerns to senior members of staff as appropriate
- 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 in activities

SUPPORT FOR THE TEACHER

- Support the teacher on a range of activities that support teaching and learning, and result in improved outcomes for pupils
- Implement the planning of learning activities, and evaluation of learning



- Recording pupils' responses to learning activities and accurately record achievement/progress as directed
- Support the administration of statutory assessments
- Provide specific administrative support for the preparation of materials to support teaching and learning and other school activities
- Working alongside the class teacher and other senior members of staff to ensure that learning resources are well maintained and fit for purpose
- Use ICT within the classroom to support and promote learning
- Promote good behaviour, contribute to and fairly apply an effective behaviour management strategy
- Record achievement and share information with the class teacher
- Maintain an up to date understanding of the requirements of the role and continue to develop professional practices

SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil needs and responses
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the learning objectives and assist pupils in their use

SUPPORT FOR THE SCHOOL

- Understand and support the role of colleagues
- Attend and participate in relevant meetings as required
- Accompany teaching staff and pupils on visits, trip and out of school activities as required and take responsibility for a group under the overall supervision of the teacher
- To assist in the supervision of children outside the classroom including in the playground, dining areas and halls
- Follow relevant school procedures and ensure confidentiality at all times
- Attend and participate in relevant meetings as required

The above outlines the main duties and responsibilities of the post but may not identify each individual task undertaken. You will be required to carry out any other duties reasonably requested by the head teacher or other senior member of staff.

Whitchurch Primary School & Nursery is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening, including checks with past employers and the Criminal Records Bureau.



Review Arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Exiting duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.

This document is not a contract of employment.

Signatures

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements, which are commensurate with the job title and grade.

Signed.....

Signed.....

Post Holder

Headteacher

Date.....

Date.....



Person Specification Teaching Assistant

QUALIFICATIONS	Essential	Desirable
A good level of education to at least GCSE Level in English and Mathematics.	X	
NVQ's childcare Level 2/ 3.	X	
First Aid Qualification.	X	
Paediatric First Aid training or equivalent.	X	
HLTA Status, if applicable to grade	X	
EXPERIENCE		
Experience of working with children within a school environment. Other experience e.g. being a paid worker in play schemes, private nurseries, midday supervision, after - school clubs or similar.	X	X
KNOWLEDGE AND UNDERSTANDING		
The safeguarding requirements when working with children.	X	
The needs of primary school children.	X	
Child development and the ways in which children learn.		X
The roles played by various adults in a child's education.		X
The Equality Act and its application in a school setting.	X	
SKILLS		
The ability to communicate clearly, accurately and effectively both orally and in writing.	X	
Have basic ICT skills to use (Word and Excel) for reporting purposes.	X	
Have some manual handling experience/training.	X	
PERSONAL ATTRIBUTES		
The ability to maintain confidentiality.	X	
The capacity to remain calm and cope with the unexpected.	X	
Commitment, flexibility and enthusiasm.	X	
A willingness to learn, use initiative and be part of a positive and collaborative team.	X	