



WHITLEIGH COMMUNITY PRIMARY SCHOOL

JOB DESCRIPTION

JOB TITLE: **HLTA - Grade D**

RESPONSIBLE TO: **Headteacher, through class teacher**

Job Purpose:

To work under the instruction/guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals / groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management / preparation of resources.

The job involves working from instructions, but making decisions involving the use of initiative. Problems are referred to a class teacher/Headteacher. Little close supervision is necessary beyond that provided by working arrangements and methods.

Accountabilities:

- Work closely with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Promote independence and employ a range of strategies to recognise and reward achievement of self-reliance for pupils
- Promote pupil communication through technology
- Use specialist (curricular/learning) skills/training/experience to support pupils and assist with the development and implementation of Individual Education Plans (IEP's)
- Be responsible for keeping and updating records and for the marking of pupils' work and recording achievement/progress
- Supervise whole classes occasionally during short-term absence of teachers. The primary focus will be to maintain order and to keep pupils on task
- Promote self-esteem and independence
- Promote positive pupil behaviour, deal promptly with conflicts and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Provide assistance with pupil first aid and welfare issues e.g. look after sick pupils and liaise with parents
- May be required to demonstrate own tasks to new starters or less experienced members of staff
- May be required to assist in the handling of small amounts of money related to various school events, which are then handed over to the school office staff for processing
- Provide objective feedback and reports, as required, to the teacher on pupil achievement, progress and other matters
- Support the child and others during lunchtimes
- Prepare and maintain curriculum equipment/resources as directed by the teacher to meet lesson plans/relevant learning activities

- Operate office equipment in the provision of clerical and administrative support e.g. photocopier
- Undertake other duties appropriate to the grade of the post

Demands:

Some lifting, stretching and physical effort required for the preparation of the classroom for lessons and clearing away afterwards. Post holder will periodically be required to assist with the display of pupils' work which may involve considerable physical effort.

Manual handling of pupils for positioning and toileting requirements *sensitively supporting physical and personal care needs.*

Working Conditions:

Post holder mainly operates within classroom-based conditions and there is regular background noise. There may be some exposure to environmental conditions when supervising pupils outside at lunchtime and during off-site activities and school trips. There may be the need to deal with bodily fluids when providing personal care to pupils.

Post holder will be subject to occasional exposure to pupils exhibiting difficult and challenging behaviour and who may be angry or upset.

Experience, Knowledge and Qualifications:

Essential:

- HLTA level 4 Teaching Assistants or equivalent qualifications or experience
- Completion of DFES Teacher Assistant Induction Programme
- Numeracy and Literacy skills to fulfil the duties of the role
- Training in the relevant strategies e.g. Literacy and/or in particular curriculum or learning area e.g. bilingual, sign language, dyslexia, ICT, Maths, CACHE etc
- Knowledge of First Aid

Skills and Technical Competencies:

- Post holder will be required to solve varied problems, such as those arising from classroom management and the care and control of pupils. In conjunction with the class teacher the post holder will be devising work plans and lessons up to several weeks ahead.
- Post holder will be advising and guiding the pupils on a daily basis. Effective written and oral communication skills required to liaise with pupils, other staff, and parents and outside agencies and professionals.
- Keyboarding skills required to support the use of ICT in learning activities.
- Post holder may be required to use specialist equipment / resources and aids to support individual students.
- Post holder will be required to follow a personalised programme and report upon progress.