



Stanley Grove Primary Academy

Job Description

HLTA (Cover Across School)

The post holder will report to the Teacher / Phase Leader/Assistant Head of School. Apart from other colleagues in the school, the main contacts of the job are; Head of School, teaching staff, other support staff and pupils.

Main Purpose of the Job:

To provide teaching cover across the school

To complement the professional work of teachers by taking responsibility for agreed learning activities. This may involve planning, preparing and delivering learning programmes and support to individual pupils, small groups and to whole classes.

Responsibility for the management and development of a specialist area in school or across a department, and or leading and deploying primary learning assistants in addressing the needs of pupils who require help to overcome barriers to learning.

Work in collaboration with teaching colleagues to co-ordinate and plan schemes of work to be used by teaching assistants undertaking specified teaching work

Main Duties

Support for pupils

To work with groups of children under the supervision of the teacher including the delivery of programmes of work and implementation of ILPs

Assess the needs of pupils and use detailed knowledge and specialist skills/training/experience to support pupils learning

Establish productive working relationships with pupils, taking on role model by presenting a positive personal image and setting high expectations

Promote the inclusion and acceptance of all pupils

Encourage pupils to interact and work co-operatively with others and engage all pupils in activities

Promote independence and employ strategies to recognize and reward achievement of self-reliance

Provide feedback to pupils in relation to progress and achievement

Support pupils whilst recognising and responding to their individual needs.

Attend to pupils' personal needs, including minor first aid and provide advice to assist their social, health and hygiene development.

Support for Teachers

Organise and manage appropriate learning environment and resources

Within an agreed scheme, of supervision, contribute to the whole planning cycle, including preparing challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate

Give regular feedback on children's progress to the class teacher and file records

Be responsible for keeping and updating records, information and data, producing analysis and reports as required

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

Record progress and achievement in lessons/activities systematically and providing evidence of a range and level of progress and attainment

Undertake marking of pupil's work and accurately record achievement/progress

Administer and assess routine tests and invigilate exams

Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required

Provide specialist advice and guidance as required (Attendance, Behaviour, Curriculum).

Liase with parents/carers, schools and establish constructive relationships and communicate with other relevant bodies to support achievement and progress of pupils

Supporting the role of parents in pupils' learning and contribute/lead meetings with parents to provide constructive feedback on pupil progress and achievement

Take the lead role in the development and implementation of appropriate behaviour management strategies promoting self control and independence

Monitor and evaluate pupil responses to learning activities through observation and planned recording of achievement against predetermined learning objectives.

Support for the Curriculum

Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs, including assessment

Contribute to the development of lesson/work plans

Deliver programmes including those linked to local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of pupils' skills

Support the use of ICT in learning activities and develop pupils' competence and independence in its use

Select and prepare resources necessary to lead learning activities, taking account of pupils' interests, language and cultural backgrounds

Advise on appropriate deployment and use of specialist aid/resources/equipment

Support for the School

Ensure strategic processes are complied with in order to overcome barriers to learning, including e.g. behaviour management strategies

Comply with and assist with the development of policies and procedures relating to child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff.

Accompany teachers and pupils on educational visits

Assist in maintaining high standards of health and safety at all times.

Maintain good relationships with colleagues and work together as a team.

Deliver out of school learning activities within guidelines established by the school

Contribute to the identification and implementation of appropriate learning activities which consolidate and extend work carried out in class

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 relationships and communicate with other agencies/professionals, in liaison with the teacher, to support pupil progress and achievement

Take the initiative as appropriate to develop multi agency approaches to supporting pupils

Line Management Responsibilities

Liaise between managers, teaching staff and primary learning assistants

Hold regular team meetings with managed staff

Represent primary learning assistants at teaching staff/management/other appropriate meetings

Undertake recruitment/induction/performance management/training/mentoring for other primary learning assistants

A HLTA may be called upon to provide cover for whole classes e.g. to cover short term teacher absence. During the cover periods, there will be a requirement for the teaching assistant to carry out specified work such as planning, preparation, assessment and reporting.

The Primary Learning Assistant must carry out his or her duties with full regard and commitment to the Governing Body and Trust policies.