

**School Name:** Breckon Hill Primary School  
**Post Title:** HLTA  
**Grade E:** SCP 12-15  
**Actual Salary:** £21,812 - £22,900pa (under 5yrs continuous service)  
£22,307 - £23,419pa (over 5yrs continuous service)  
**Hours/Weeks:** 33 hours per week, Term Time Only, plus 3 days  
**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 role 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.**