



The Warriner Multi Academy Trust



Bishop Loveday Primary School HLTA: Job Description

Job Information	
Reporting to	Head Of School
Grade	Grade 8 (Points 18-23)
Salary	£31,537-£34,434
Hours/Days	4hrs per week, Term Time Only

Job Purpose
LEVEL 3 - To work under the instruction/guidance of teaching/senior staff to lead programmes of learning, enabling access to learning for all pupils.
SUPPORT FOR PUPILS <ul style="list-style-type: none">• To cover classes for PPA time and for short periods through teacher absence• Teach classes of children, ensuring support for pupils• Ensure those with special needs have access to resources and learning, ensuring their health and safety• Assist with the implementation of EHCPs and pupil profiles• Establish constructive relationships with pupils and interact with them according to individual needs• Promote the inclusion of all pupils• Set challenging and demanding expectations and promote self-esteem and independence• Provide feedback to pupils in relation to progress and achievement
SUPPORT FOR TEACHERS <ul style="list-style-type: none">• Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans• Use strategies, in liaison with the teacher, to support pupils to achieve learning goals• Assist with the planning of learning activities, ensuring that resources are prepared• Monitor pupils' responses to learning activities and accurately record achievement/progress as directed

- Provide detailed and regular feedback to teachers on pupils achievement, progress, problems etc
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Administer routine tests and undertake routine marking of pupils' work

SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses feeding back to the teacher
- 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 lesson plans/relevant learning activity and assist pupils in their use

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the 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
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

As an employee you have legal duties which include:

1. Taking reasonable care for your own health and safety and that of others who may be affected by what you do or do not do.
2. Co-operating with your employer on health and safety,
3. Correctly using work items provided by your employer, including personal protective equipment, in accordance with training or instructions, and
4. Not interfering with or misusing anything provided for your health, safety and welfare.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher who will be mindful of her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

PERSON SPECIFICATION

Experience

- Working with or caring for children of relevant age

Qualifications

- Good numeracy/literacy skills

Desirable qualifications

- Completion of DfES Teacher Assistant Induction Programme
- NVQ 3 for Teaching Assistants or equivalent qualifications or experience
- Training in the relevant learning principles
- First aid training/training as appropriate

Knowledge & Skills

- Effective use of ICT to support learning
- Use of other equipment technology – video, photocopier
- Understanding of relevant polices/codes of practice and awareness of relevant legislation
- General understanding of national/foundation stage curriculum and other basic learning programmes/strategies
- Basic understanding of child development and learning
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these

All schools within the Warriner Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including an enhanced DBS check and satisfactory references. Please be aware that, we may carry out an online search, on shortlisted candidates only, in line with Keeping Children Safe in Education in order identify any incidents or concerns which are publicly available online. The Warriner Multi Academy Trust is an equal opportunities employer. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children. This post is exempt from the Rehabilitation of Offenders Act (1974).