



## Job Description

<b>Job Title:</b>	<b>HLTA/Level 4 - Primary Academy</b>
<b>Responsible to:</b>	<b>Principal</b>
<b>Pay scale:</b>	NJC Scale Point 8 - 12
<b>Working Hours:</b>	32.5 hours per week, 39 weeks per year
<b>Working Pattern:</b>	Monday to Friday: 8.30am to 3.30pm with a 30 minute unpaid lunch break

### Job Purpose:

To provide support to teachers to enable all pupils to achieve their full potential by:

- raising and maintaining standards of education and social development
- promoting the involvement of pupils in the social and academic processes of the trust academy
- enabling pupils to become more independent learners
- helping to raise standards of achievement for all pupils
- help support children with identified education and social emotional needs to access all areas of school life

### Key Features:

- Jobs require an in-depth understanding of methods, procedures and the curriculum.
- The emphasis of these jobs is on the practical application of specialist knowledge and skills, rather than conceptual understanding
- Some will have a specialist role that will typically cover a deeper knowledge of a narrower range of circumstances and may provide a lead in that specialism to others within the trust academy. In this role, this involves an in-depth knowledge of supporting pupils with SEND
- Supervisory responsibilities are likely to be a feature of these roles apart from where activities are of a very specialist nature – where guidance and development of others is likely to be a feature
- Works under an agreed system of supervision / management delivering learning and providing specialist knowledge
- Uses factual knowledge and reports on factual information to persuade others to take a course of action. Role holders may have a higher level of communication skills to influence, motivate and drive behavioural change as a result of persuasion and appeal
- Provides management information and likely to provide some input to the school development plan. May be involved in project work
- Likely to interact with colleagues, managers, other service users and external partners and agencies
- Under an agreed system of supervision (may) deliver lessons to whole classes and groups  
Deliver whole lessons and provide 1:1 and/or group learning.
- In liaison with the class teacher, support the progress of identified groups of pupils within lessons and in intervention groups, tracking their progress and keeping accurate records. Report back to the class teacher.

Hatton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## **Main Duties:**

### **1. Provide personal and welfare care**

- Take a lead role in managing and delivering pastoral care and developing and implementing behaviour management strategies promoting independence and self-control and assist in the supervision of pupils to ensure that the trust academy's standards of health, safety and behaviour control are maintained (*for example mentoring*)
- Employ strategies to recognise and reward achievement of self-reliance to meet the needs of pupils

### **2. Supporting Pupils in the Learning Environment**

- Under supervision plan, prepare and deliver learning objectives and activities, adjusting when appropriate to meet the requirements of pupils and the curriculum (*for example lesson plans, worksheets, plans*)
- A specialist role may conduct comprehensive pupil needs assessments, produce and disseminate individual education, behaviour, support and / or mentoring plans, lesson plans and learning activities to less specialist colleagues to deliver specific parts of the curriculum or provide guidance on a specialist area (*pupils with special needs*)
- Use specialist skills to support pupils consistently in the learning environment to promote independence and self-reliance, inclusion, acceptance and equality of access to learning opportunities for all pupils

### **3. Providing Clerical and other support to service users**

- Provide administrative and other support to meet service delivery requirements (*for example compiling / analysing / reporting on attendance, exclusions*)
- Lead in the development, implementation and monitoring of systems relating to attendance and integration to meet service delivery requirements (*for example registration, truancy, pastoral systems*)
- Take responsibility for the provision of out of school learning activities within guidelines established by the trust academy to meet service delivery requirements
- Contribute to the identification and implementation of appropriate out of school learning activities which consolidate and extend pre-defined learning activities to meet requirements of pupils and the curriculum
- Administer, assess and mark tests and invigilate exams and tests to meet requirements of pupils and the curriculum

### **4. Preparing and maintaining the classroom environment and resources**

- Select, plan, prepare, organise and evaluate the effectiveness of learning resources and environment to lead learning activities to meet the needs of pupils and the curriculum
- Advise on appropriate deployment and use of specialist aid, resources and equipment to meet the needs of pupils and the curriculum

### **5. Working with People to develop the team and build professional relationships**

- Lead, advise and contribute to team development activities and supervise, coach and mentor less experienced and specialised colleagues to support the achievement of individual and team performance and development objectives
- Build and maintain positive constructive working relationships with pupils, parents, colleagues, professionals and multi-agencies to discuss pupil progress, internally and externally and maximise pupil development and maintain the overall ethos of the trust academy

Hatton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**6. Monitoring levels and ordering of resources**

- Ensure the resource monitoring and ordering process provides the timely availability of resources to meet the requirements of the curriculum
- Maintain an awareness of the importance of the appropriate use of resources to minimise waste and maximise the effectiveness of financial resources

**7. Reviewing pupils' performance**

- Monitor, observe, record and feedback on pupil achievement providing objective reports with appropriate evidence and assist in the gathering of information and completion of pupil profiles and records of attainment to maximise pupil development
- May implement specific progress and review systems related to a specialist area to ensure monitoring and review of pupil progress to maximise pupil development and meet national requirements

**General**

- participate in break and lunchtime supervision duties
- Responsibility for safeguarding and promoting the welfare of children at the trust academy.
- The Trust has a commitment to be inclusive in terms of ethnicity, gender, disability, social background and academic ability and expects all staff to share this responsibility.
- Share and actively promote the Trust's commitment to promoting equal opportunities and tackling discrimination
- In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances.
- Demonstrate a commitment to personal and professional development by attending related courses, workshops or seminars.
- Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and comply with policies and procedures relating to health and safety within the trust academy.
- To carry out other relevant duties as may be reasonably requested by the Principal commensurate with the pay and grade of the Post.

Signed by Post Holder \_\_\_\_\_

Date \_\_\_\_\_

Signed on behalf of the Academy \_\_\_\_\_

Date \_\_\_\_\_

Hatton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.