

**Swaffield Primary School  
JOB DESCRIPTION  
& PERSON SPECIFICATION for  
HLTA**

<b>Grade/Salary</b>	5
<b>Contract</b>	Full time - Permanent
<b>Reporting to</b>	Head Teacher
<b>Responsible for</b>	Whole Class Cover (PPA/leadership cover/short term absence)
<b>Location</b>	Swaffield Primary School

**PURPOSE OF JOB:**

Under the direction and supervision of qualified teachers to complement teachers' delivery of the national curriculum through:

- Covering classes for absent staff
- Covering PPA time

**KEY RESPONSIBILITIES & TASKS:**

**1. Community**

- Contribute to teachers' planning and preparation as appropriate.
- To deliver all other lessons as pre-determined by the teacher.
- Provide verbal/written feedback to the teacher.
- Support teachers, as requested, in evaluating pupils' progress.
- Assist teachers in assessment process as required.
- To carry out other duties of a similar nature from time to time as may be required by the senior leadership team.

**2. Inclusion**

- Select and prepare teaching resources in order to meet individual and group pupil needs and interests.
- Promote and support the inclusion of all pupils with support from LSA's.
- Assess pupils' responses to learning tasks and where necessary modify methods to meet needs.

### **3. Innovation**

- If there is no work set then to base the work on previous lesson/books following discussion with the parallel teacher/Phase Leader.
- In line with school ethos, develop pupils' independence and self-esteem within the classroom setting.
- To undertake Staff Development/CPD. This will include attendance at PDMs linked to the subject taught.
- Training as required by the nature of this post and the range of duties described within this job description.

### **4. Behaviour support**

- Use behaviour management strategies, in line with school policies and procedures.
- Organise and safely manage the learning activities for which responsibility has been given.
- Recognise and challenge any incidents of inappropriate behaviour ensuring compliance with school policies and procedures.
- Follow the school's safeguarding procedures as set out in the Safeguarding and Child Protection policy.

### **5. General Responsibilities**

- To comply with school's health and safety policy at all times and to take responsibility for own and others' Health and Safety; ensuring issues are raised or reported as required to senior management or Health and Safety representatives.
- To ensure that line managers or senior management are made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection.
- To be fully aware and understand the duties and responsibilities pertaining to the Children's act 2004 in relation to child protection and safeguarding children and young people.
- To be fully aware and follow the principles of GDPR legislation.
- To be aware of the principles of safeguarding as they apply to vulnerable adults.
- To be aware of and support difference and ensure equal opportunities for all.
- To play a full part in the life of the school community, to support its ethos and to encourage students, staff and colleagues to do the same.
- To engage actively with the performance review process and take responsibility for own development.
- To undertake any other Teaching Assistant duties in the school if directed and to comply with any reasonable request from the SENCO or member of SLT to undertake work of a similar level.

## PERSON SPECIFICATION

### 1. Training and Qualifications

	Essential	Desirable
Good general standard of education qualifications to GCSE, particularly in English and Mathematics (grade C or above) or equivalent.		x
HLTA status		x
Other relevant qualifications (e.g. foundation degree in education)		x
Completion of Teacher Assistant Induction training		x

### 2. Experience, knowledge, competencies & skills

	Essential	Desirable
2-3 years relevant experience of working with or caring for children of relevant age	x	
Training or expertise in a relevant curriculum or other learning area (e.g. ICT, Maths or English)		x
Basic knowledge of first aid		x
Previous experience in a school working with children who have specific special/EAL needs	x	
Experience of administrative tasks and record keeping	x	
Knowledge and understanding of the possible barriers which might prevent young people from making progress	x	
Basic ICT knowledge can use IT effectively to support learning	x	

### 3. *Personal attributes*

	Essential	Desirable
The ability to be pro-active within a team, working effectively with a range of styles and personalities.	x	
Confidence and assertiveness in dealing with staff, students and parents, at all levels.	x	
Willingness and ability to be adaptable and work flexibly, when required.	x	
An excellent record of attendance and punctuality.	x	
Ability to organise, lead and motivate a team, and work well as part of it.	x	
Ability to lead a whole class without the presence of the assigned teacher.	x	
Good verbal and written communication skills.	x	
Ability to use coaching and mentoring skills with colleagues and students.		x

*Although some specific responsibilities may be fixed as part of an individual's job description, there will be a regular audit of tasks and responsibilities within this job description to ensure they meet the needs of the business in the future. Some tasks or aspects of responsibility may change over time in response to internal and external changes or to maximise opportunity for professional development through multi - skilling and the need to ensure a collaborative approach to all aspects of work.*

*Any significant changes to this job description will be discussed with the individual.*