



## Job Description

### HLTA

<b>Reporting to:</b>	Headteacher
<b>Purpose</b>	To work under the direction of a teacher or senior leader to support teaching and learning across the school, including planning, delivering and assessing learning activities for individuals, groups, and occasionally whole classes. The HLTA will contribute to raising pupil attainment, promoting inclusion, and supporting the wellbeing of all pupils.
<b>Key Responsibilities</b>	<p><b>Teaching &amp; Learning</b></p> <ul style="list-style-type: none"><li>• Plan, prepare and deliver learning activities for individuals, small groups and whole classes under teacher direction</li><li>• Cover whole classes during short-term teacher absence (e.g. PPA, training)</li><li>• Adapt learning activities to meet the needs of all pupils, including those with SEND, EAL, or additional needs</li><li>• Assess, record and report on pupils' progress, providing feedback to teachers</li><li>• Support pupils' social, emotional and behavioural development</li><li>• Promote positive behaviour in line with the school's behaviour policy</li></ul> <p><b>Curriculum Support</b></p> <ul style="list-style-type: none"><li>• Support the delivery of the National Curriculum and early learning goals where appropriate</li><li>• Use a range of strategies to engage and motivate learners</li><li>• Support pupils in developing independence and resilience in learning</li></ul> <p><b>Inclusion &amp; SEND</b></p> <ul style="list-style-type: none"><li>• Work closely with the SENCo to support pupils with Education, Health and Care Plans (EHCPs)</li><li>• Implement individual support programmes and interventions</li><li>• Support inclusive practice and ensure equal access to learning</li></ul> <p><b>Safeguarding &amp; Wellbeing</b></p> <ul style="list-style-type: none"><li>• Safeguard and promote the welfare of children at all times</li><li>• Follow school safeguarding, behaviour and health &amp; safety policies</li><li>• Support pupils' emotional wellbeing and act as a trusted adult</li></ul> <p><b>Professional Responsibilities</b></p> <ul style="list-style-type: none"><li>• Work collaboratively with teachers, support staff and parents/carers</li><li>• Contribute to planning meetings, reviews and staff meetings as required</li><li>• Support the wider life of the school, including trips, events and enrichment activities</li><li>• Engage in professional development and training</li></ul>

<b>Additional duties and Information</b>	<ul style="list-style-type: none"> <li>• Undertake any reasonable duties requested by the Headteacher to support the smooth running of the school.</li> </ul>
<b>Person Specification</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Experience working in a primary school setting</li> <li>• Good understanding of child development and learning</li> <li>• Ability to deliver learning activities independently</li> <li>• Strong communication and interpersonal skills</li> <li>• Commitment to safeguarding and inclusive practice</li> <li>• Experience of whole-class cover</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience supporting pupils with SEND</li> <li>• Knowledge of phonics, early reading and maths mastery</li> <li>• First Aid training</li> <li>• Experience of whole-class cover</li> </ul>

<b>Signature (employee):</b>	
<b>Date:</b>	
<b>Signature (line manager):</b>	
<b>Date:</b>	