



Welton St. Mary's

Church of England Primary Academy

Welton St Mary's Church of England Primary Academy
School Drive Welton Lincoln Lincolnshire LN2 3LA

JOB DESCRIPTION

POSITION:	HLTA
REPORTS TO:	Leadership Team
RESPONSIBLE FOR:	
GRADE:	G6 15-18

KEY PURPOSE OF THE JOB

To complement the professional work of Teachers and Headteacher by leading and delivering learning objectives to children and young people as directed.

MAIN ACTIVITIES

Support for Pupils

1. Assess the needs of pupils using detailed knowledge and specialist skills to support learning and establish productive working relationships with pupils, acting as role model and setting high expectations.
2. Promote the inclusion and acceptance of all pupils within the classroom whilst supporting pupils consistently, recognizing and responding to Individual needs. Postholder to encourage pupils to interact and work cooperatively with others and engage all pupils in activities.
3. Promote independence and employ strategies to recognize and reward achievement of self-reliance, such as providing feedback to pupils in relation to progress and achievement.

Support for Teachers

4. Organise and manage appropriate learning environment and resources, to include teaching and learning objectives as planned by the class teacher. Evaluate and adjust lessons/ work plans as appropriate within an agreed system of supervision.
5. Monitor and evaluate pupil responses to learning activities through a range of strategies against pre-determined learning objectives. Providing objective and accurate feedback to the class teacher as required.
6. Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence,





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7. To produce lesson plans, worksheet plans etc. and administer and assess/ mark tests and invigilate exams/ tests.

Support for the Curriculum

8. Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/ needs whilst also delivering local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of pupils' skills. Postholder should use ICT effectively to support learning activities to develop pupils' competence and independence in its use.
9. Prepare prescribed resources following teaching planning, that is necessary to lead learning activities, taking account of pupils' interests and language/cultural backgrounds.

Support for the School

10. Comply with the policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
11. Be aware of and support difference to ensure all pupils have equal access to learning opportunities, contributing to the overall ethos/work/aims of the school.
12. Recognise own strengths and areas of expertise and use these to advise other teaching assistants.

Creativity & Innovation

Under the direction of a teacher, the postholder is responsible for the organization and management of the learning environment and resources. Some creativity may be displayed in dealing with issues relating to individual pupils.

Contacts and Relationships

Direct contact with children and other school-based employees. Establish relationships with other agencies/ professionals, in particular with the assigned teacher.





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Decisions

Discretion

- Required to work within school policies, procedures and relevant legislation, particularly in relation to child protection, behaviour management and agreed learning strategies.

Consequences

- Impact on the quality of education of a child or group of children and, indirectly, on parental attitudes to the school.

Resources

Learning Resources.

Working Environment

Work Demands

- Impact minimised by following the agreed lesson plans of the class teacher.
Potential for whole school issues to impact on postholder's workload or work area

Physical Demands

- Limited physical demands- some standing and walking. Bending may be needed in dealing with child-centered activities at Primary/Infant level.

Working Conditions

- In general, classroom based. May be required to work outside at times.

Work Context

- Potential risk to well being through exposure to aggressive behaviour from pupils or personal care issues with some pupils. Contact with parents/carers could also potentially expose the postholder to physical/ verbal abuse.

Knowledge and skills

HLTA standards through equivalent qualifications or experience. Numeracy & literacy skills equivalent to NVQ 2 in Maths and English 5 years relevant TA experience, including qualification period





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General

Job Evaluation

This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.

Other Duties

The duties and responsibilities in this job description are not exhaustive The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder

Equal Opportunities

The postholder is required to carry out the duties in accordance with Welton St Mary's Church of England Equal Opportunities policies.

Health and Safety

The postholder is required to carry out the duties in accordance with the Welton St Mary's Church of England Health and Safety policies and procedures. All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school

This job description may be amended at any time in consultation with the postholder and Headteacher.

Last review date: 05/07/2024

Next review date: 05/07/2025

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____

