**HLTA Job Description**

**Main purpose of the job**

An experienced HLTA to take a pro-active role as a key member of a multi-disciplinary team in the support of pupils, teachers, the curriculum and with day to day responsibility for running our small nurture unit. To support the professional work of teachers in delivering programmes of work and taking responsibility for agreed learning activities under an agreed system of supervision.

**Duties and responsibilities:**

*Support for teachers*

1. To assist the teacher in the planning of work programmes for individuals and groups of pupils. To work within a framework set by the teacher, ensuring involvement in the lesson and feedback to pupils and colleagues is appropriately planned.
2. To deliver learning activities to pupils as agreed with the teacher, adjusting activities in accordance with pupils’ needs.
3. To advance pupils’ learning in a range of classroom settings, including working with individuals, small groups and whole classes within the agreed system of supervision.
4. To monitor and evaluate pupils’ progress and understanding of learning activities on an ongoing basis, ensuring that pupils’ responses and attainments during the course of learning activities are systematically recorded in accordance with the agreed monitoring processes.
5. To provide detailed feedback to teachers with regard to pupils’ progress and responses to learning activities and to produce reports on pupils’ progress and achievements as required.

1. To meet with teachers, co-ordinators and SENCOs on a regular basis to review the provision of teaching support, discuss any updates in the curriculum/teaching activities and to consider the progress of individual pupils (including identification of any special support).

*Support for the Curriculum*

1. To deliver local and national learning strategies (eg: literacy, numeracy, KS3, early years etc) and assist individuals and groups of pupils in developing knowledge, skills and attitudes as defined by the curriculum. To take into account the learning support involved to aid the pupils to learn as effectively as possible.
2. To remain aware and up-to-date with the school curriculum, the age-related expectations of pupils, the recognised teaching methods and the assessment frameworks for the subjects and age ranges in which they are involved.
3. To develop and update IEPs. To assess, monitor and record pupils’ progress through IEPs, and make appropriate alterations to IEPS in order to ensure pupils’ progress.
4. To be responsible for organising and managing teaching equipment, materials and other resources required to support the delivery of curriculum activities. To select and prepare teaching resources so as to deliver learning activities and recognise the diversity of pupils’ needs and interests.

*Support for pupils*

1. To encourage pupils to interact and work co-operatively with others and to engage all pupils in learning activities.
2. To assess, monitor and record pupils’ progress, health, behaviour and general wellbeing. To feedback any information (including concerns) regarding the wellbeing and educational needs of pupils to the teacher or Headteacher as appropriate.
3. To contribute to the development of multi-agency approaches to supporting pupils.
4. To liaise with parents and carers on pupils’ progress, difficulties achievements and other relevant matters, ensuring sensitivity and respect with regard to such communications.
5. To build and maintain supportive relationships with pupils, treating all individuals consistently and with respect and consideration. To encourage acceptance and inclusion of all pupils.
6. To promote pupils’ independence and employ strategies which recognise and reward pupils’ self-reliance.
7. To encourage social integration and individual development of pupils. To develop methods of promoting and reinforcing pupils’ self-esteem.
8. To demonstrate and promote positive values, attitudes and high standards of behaviour. To anticipate and manage behaviour constructively, promoting pupils’ self-control and independence.
9. To supervise and manage pupils’ behaviour in accordance with the recognised behavioural standards and the school’s established Behaviour Policy to ensure an orderly and constructive environment for the class.

*Support for the School*

1. To accompany pupils on educational visits and outings. To deliver planned learning activities during the course of outings in accordance with the established guidelines.
2. To be aware of confidential issues linked to home/pupil/teacher/school work and to ensure the confidentiality of such sensitive information.
3. To carry out administrative tasks associated with all of the above duties.
4. To remain aware and work within all relevant school working practices, policies and procedures. To contribute to the development of policies and procedures including child protection, health, safety, security, confidentiality and other key procedures.
5. To attend staff meetings and school-based INSET as required.
6. To contribute to the overall ethos and aims of the school.
7. To be aware of and work in accordance with the school’s child protection policies and procedures, and to raise any concerns relating to such procedures which may noted during the course of duty.
8. To undertake other duties appropriate to the grading of the post as required.