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## Hitchin Boys' School Job Description

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**Position:** HLTA

**Reporting to:** SENDCO and Assistant SENDCO

**Grade:** H5

**Working Hours:** 32.5 hours per week (8.30am to 4.00pm with 1 hour unpaid lunch)

**Working Weeks:** 38 weeks (term time) + 2 days

### **Main purpose**

To collaborate with the Inclusion team and teachers in planning and delivering programmes of teaching and learning activities with individuals, groups and whole classes within a framework agreed with and under the overall direction and supervision of the SENDCO.

### **Key responsibilities**

1. Plan, prepare and deliver assigned programmes of teaching and learning activities to individuals, small groups and/ or classes, adapting activities as necessary under the overall direction and supervision of a teacher.
2. Assess, record and report on development, progress and attainment.
3. Liaise with staff and other relevant professionals and provide information about pupils as appropriate.
4. Use teaching and learning objectives to plan, evaluate and adjust lesson plans as appropriate.
5. Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
7. Attend and contribute to annual reviews for EHCP students.
8. Contribute to meetings with parents/ carers to provide constructive feedback on pupil progress/ achievement etc.
9. Liaise with external agencies, as necessary.
10. HLTAs are expected to undertake at least one of the following:
  - a) Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties.
  - b) Provide specialist support to pupils where English is not their first language.
  - c) Provide specialist support to high performing groups of students.
  - d) Provide specialist support to all pupils in a particular learning area (e.g., ICT, literacy, numeracy, National Curriculum subject).

### **Teaching Assistants in this role may also undertake some or all of the following:**

1. Supervise and manage the administration of EHCP annual reviews, preparing the paperwork and gathering teachers views on a student's progress.
2. Contribute and support the development of other classroom support staff.
3. Provide pastoral care to pupils, co-ordinating with the head of year or tutor group.

4. With the SENDCO and Assistant SENDCO, be responsible for pupils who are not working to the normal timetable.
5. Invigilate exams and tests.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

### **Job Context**

- The jobholder is one of the Inclusion team who support the learning of pupils. Flexibility by all staff is important in order to meet the varied needs of pupils.
- Works under the overall direction of the SENDCo & Assistant SENDCo.
- Plans, prepares and delivers programmes of learning; is responsible for assessment, records and reports on development, progress and attainment of assigned groups/ classes.
- Under the overall direction of a teacher, takes responsibility for assessing overall pupil learning needs in specialist field and providing programmes of learning activities for groups and/or whole classes of pupils, including planning and adjusting lessons and other activities.

### **Person Specification**

- HLTA qualification
- Requires knowledge and understanding of National Curriculum requirements in relation to a specialist area (e.g., additional needs, curriculum area), including planning, preparing and delivering programmes of learning activities to groups and classes.; also detailed understanding of how pupils of relevant age group(s) and ability learn; relevant learning strategies and methods.
- Knowledge acquired through training and experience to level of professional standards specified for HLTA status, plus additional professional development.
- Demonstrate specialist skills that may be appropriate to 9 (a-d) above.
- Uses teaching and learning objectives to plan evaluate and adjust lessons/ work plans as appropriate within agreed systems of supervision.
- Adjusts learning activities according pupil interest and need.
- Resolves all but the most complex problems as they arise.
- Developed skills for communicating with individuals, groups and whole classes of pupils to promote learning, including assessing the impact of the communication on recipients and adjusting approach as necessary.
- Works with teachers and the inclusion team to plan and evaluate learning activities, sharing information with other staff, parents/ carers.
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety.
- Is a confident user of IT, including Google Classroom.
- Is able to work flexibly as part of the Inclusion team.

*The post holder will undertake any other duties commensurate with the grade of the post, in consultation with line manager.*

*This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.*

*The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the Disclosure & Barring Service.*

Print name .....  
(Member of staff)

Signed .....  
(Member of staff)

Date .....  
(Member of staff)

Print name .....  
(Line Manager)

Signed .....  
(Line manager)

Date .....  
(Line Manager)