

Knebworth Primary & Nursery School

Headteacher: Miss S Bains

Job Description: Inclusion Assistant/HLTA

Reports to: Headteacher/SLT

Salary Range: H4 range

Responsible to: Class Teacher

Purpose of the Role

To work with teachers to support teaching and learning, providing specialist support to the teacher in an aspect of the curriculum, age range or additional needs. The primary focus is to undertake specified work with individuals, groups and whole classes under the direction and supervision of a qualified teacher.

Responsibilities

- Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils.
- Assess, record and report on development, progress and attainment as agreed with the teacher.
- Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher.
- Plan and evaluate specialist learning activities with the teacher, writing reports and records as required.
- Select and adapt appropriate resources/ methods to facilitate agreed learning activities.
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
- Teaching Assistants in this role are expected to undertake at least one of the following:
 - Provide specialist support to pupils with special educational needs, for example, learning, behavioural, communication, social, sensory or physical difficulties
 - Provide specialist support to pupils where English is not their first language
 - Provide specialist support to gifted and talented pupils
 - Provide specialist support to all pupils in a particular learning area (e.g., ICT, literacy, numeracy, National Curriculum subject).

Inclusion Assistants in this role may also undertake some or all of the following:

- Establish and maintain relationships with families, carers and other adults, e.g., speech therapists.
- Provide cover supervision of classes.
- Supervise the work of other support staff/ trainees
- Be responsible for the preparation, maintenance and control of stocks of materials and resources.
- Invigilate exams and tests.
- Escort and supervise pupils on educational and out of school activities.
- Guide and support pupils in their personal, emotional and social development.
- Prepare and present displays.
- Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas.
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
- Be involved in planning, organising and implementing individual development plans for pupils (such as Individual educational plans), including attendance at, and contribution to, reviews.
- Work with pupils not working to the normal timetable.

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 a team of teachers and assistants who support the learning of pupils. Flexibility by all staff is important in order to meet the varied needs of pupils.
- Work will follow the learning patterns appropriate to the school day and year group under the direction, guidance and direct supervision of the classroom teacher.



- Under the direction and supervision of a teacher, takes responsibility for providing learning activities for groups of pupils, assessing pupil needs on a lesson-by-lesson basis and differentiating and altering learning programmes as appropriate. Supports learning by selecting suitable activities/ methods for learning activities.

Equality

Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop in line with school policy

Health & Safety

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person in line with school policy

Additional Information

The jobholder is required to contribute to and support the overall aims and ethos of the school.

All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

The specific duties attached to any individual staff member are subject to annual review and may, after discussion with the staff member, be changed.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form.

This role will be reviewed annually as part of the Performance Appraisal process.

Signed: _____

Name: _____

Date: _____

