

Role Profile: HLTA Grade D	
Job Purpose	To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.
Decision Making	The job involves working within recognised procedures, which leave room for regular use of initiative. Problems are referred to a supervisor/manager. Little close supervision is necessary beyond that provided by working arrangements and methods.
Accountabilities	<ul style="list-style-type: none"> • Work closely with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate • Promote independence and employ a range of strategies to recognise and reward achievement of self-reliance for pupils/students • Use specialist (curricular/learning) skills/training/experience to support pupils and assist with the development and implementation of Individual Education Plans (I.E.Ps) • Responsible for keeping and updating records and for the marking of pupils' work and recording achievement/progress • To supervise whole classes to deliver planned lessons and being able to maintain order and to keep pupils on task • Encourage pupils to interact and work co-operatively with others and engage all pupils in activities • Provide objective feedback and reports, as required, to the teacher on pupil achievement, progress and other matters • Prepare and maintain curriculum equipment/resources as directed by the teacher to meet lesson plans/relevant learning activities • Operate office equipment in the provision of clerical and administrative support e.g. photocopier • Undertake other duties appropriate to the grade of the post
Demands	<p>Some lifting, stretching and physical effort required for the preparation of the classroom for lessons and clearing away afterwards. Post holder will periodically be required to assist with the display of pupils' work which may involve considerable physical effort.</p> <p>Post holder will be required to concentrate for periods of hours at a time.</p> <p>There may be occasional emotional stress experienced through exposure to difficult child protection/welfare issues which may cause the child to become angry or upset.</p>
Working Conditions	<p>Post holder mainly operates within classroom- based conditions and there is regular background noise. There may be some exposure to environmental conditions when supervising pupils/students outside at lunchtime and during off-site activities and school trips. There may be the need to deal with bodily fluids when providing personal care to pupils.</p> <p>Post holder will be subject to occasional exposure to pupils exhibiting difficult and challenging behaviour and who are angry or upset.</p>

Experience, Knowledge and Qualifications	<p>Essential: NVQ 3 Teaching Assistants or equivalent qualifications or experience Numeracy & Literacy skills to fulfil the duties of the role Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area e.g. bilingual, sign language, dyslexia, ICT, Maths, English, CACHE etc. Knowledge of First Aid</p>
Skills and Technical Competencies	<ul style="list-style-type: none"> • Post holder will be required to solve varied problems, such as those arising from classroom management and the care and control of pupils. In conjunction with the class teacher the post holder will be devising work plans and lessons up to several weeks ahead • Post holder will be advising and guiding the pupils on a daily basis. Effective written and oral communication skills required to liaise with pupils, other staff, and parents and outside agencies and professionals • Keyboarding skills required to support the use of ICT in learning activities. Post holder may be required to use specialist equipment/resources and aids to support individual students
Corporate Standards	<p>Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of Horizon Multi Academy Trust's constitution and its policies and procedures. Work within the requirements of the Trust's Health and Safety policy, performance standards, safe systems of work and procedures. Undertake all duties with due regard to the corporate equalities policy and relevant legislation.</p>