



## **Job Description: HLTA**

**Grade: F to G depending on experience**

**Hours: 30 hours a week**

### **General Duties:**

- To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This will involve planning, preparing and delivering learning activities for individuals/groups or whole classes and monitoring pupils to assess, record and report on pupils' progress
- To carry out the professional duties set out in the 'HLTA Standards' DfE
- To liaise, direct and manage support staff as appropriate
- To liaise and communication with staff, parents/carers
- To be responsible to the Deputy Head

### **Main responsibilities of the role**

- To deliver whole class learning on a short term basis to release a class teacher for PPA or other non-contact time. This will be on a regular timetable and could include EYFs, Key Stage 1 or Key Stage 2.
- To deliver whole class learning to any class across the Primary Phase to provide cover, as needed, for non-contact time, PPA, CPD or staff absence.
- To work effectively with teaching staff, support staff, pupils and families to ensure a high level of communication, teaching and progress.

The above areas are broken down further below.

### **To deliver whole class learning on a short term basis to release a class teacher for PPA or other non-contact time. This will be on a regular timetable across the Primary phase**

To delivery whole class learning you will:

- Have regular planning time to plan your regular cover lessons
- Liaise effectively with teaching staff to understand the needs of the class, the learning objective/outcome and to ensure good progress. This includes reporting back to teaching staff behaviour, progress, barriers to learning and any other relevant feedback
- To direct support staff in your HLTA capacity as needed
- To follow our SPA behaviour policy to implement effective behaviour management strategies for all pupils
- To have a good knowledge of the Primary curriculum
- To deliver whole class learning that may include following or adapting planning. This will also include some planning with support and supervision as needed.

### **To deliver whole class learning to any class across the Primary Phase to provide cover, as needed, for non-contact time, PPA, courses or staff absence.**

- To be flexible and adaptable in covering classes with short notice across the Primary Phase, adhering to all of the above.



**To work effectively with teaching staff, support staff, pupils and families to ensure a high level of communication, teaching and progress.**

- To form effective relationships with the teaching staff, support staff, pupils and families of Swaffham Primary Academy.
- To have effective and high quality systems of communication in place
- To provide feedback to teaching staff and support staff regarding any progress, outcomes, behaviour and barriers to learning observed
- To work alongside teaching staff to understand the needs of all learners and the primary curriculum
- To direct support staff within the classroom, as required, when acting in the capacity of a HLTA delivering whole class learning sessions.

**Agreed system of supervision**

- Support and supervision, as needed, from teaching staff, subject leads, Head teacher, SENCo/Deputy Head
- To attend relevant school professional development, as required, to support and further your role as HLTA

**Date agreed:**

**Employee's signature:**

**Head Teacher signature:**