

## Job Description



**Title:** HLTA for Maths

**Scale:** Grade 8 when qualified as a HLTA-grade 6 whilst working towards qualification

**Responsible to:** Head of Faculty + SENDCO

### 1. PURPOSE AND SCOPE

To complement the professional work of teachers by taking responsibility for agreed learning activities under a pre-determined system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes and monitoring students and assessing, recording and reporting on students' achievement, progress and development as well as marking and offering appropriate feedback. Some activities may require delivery of practical lessons.

Under the direction of the Head of Faculty, identify students who may require intervention in order to achieve their potential, assess current understanding of the subject and review progress over the period of intervention. Prepare impact reports for senior leaders

Responsible (through timetabled interventions) for the management and development of a specialist area within the school (Maths) and supervisory duties for other learning assistants (LAs) such as directing, allocating and monitoring of work, appraisals and training.

Liaise with teachers, support staff, health and education specialists, parents, visitors and volunteers.

Responsible for ensuring professional standards and regulations are carried out in accordance with the role of HLTA.

### 2. PRINCIPAL RESPONSIBILITIES

1. Use curricular/learning skills and experience to support students and assist with the development and implementation of Education health and Care Plans, taking responsibility for implementation and development within a team of LAs.
2. Establish productive working relationships with students, acting as a role model and setting high expectations while encouraging students to interact and work co-operatively with others.
3. Support students consistently whilst recognising and responding to their individual needs and at the same time promote the role of student support service staff, including LAs and other support colleagues.
4. Assess the needs of students and use detailed knowledge and specialist skills to support learning.
5. Develop and employ strategies to recognise and reward achievement of self-reliance, providing feedback to students in relation to progress and achievement.
6. Monitor and evaluate student progress and record achievement. Provide objective and accurate reports as required ensuring the availability of evidence.
7. Be responsible for keeping and maintaining records, undertake marking of student work and accurately record progress.

8. Establish a clear framework for disciplinary matters such as non-attendance to intervention lessons and keeping accurate records.
9. Promote positive values, attitudes and behaviour, dealing promptly with conflict and incidents in line with established policies and procedures. Encourage students to take responsibility for their actions.
10. Liaise sensitively and effectively with parents, carers and other school staff.
11. Through twilight sessions and other in-house training days, share specialist knowledge and expertise with other staff and maintain up to date knowledge.
12. Train staff where relevant and appropriate.
13. Update student reports with relevant and appropriate comments following intervention.
14. Using ICT effectively, develop student confidence and independence and select and prepare the necessary resources to teach learning activities.
15. Be responsible for advising on the appropriate deployment and use of specialist equipment/aids/resources to other appropriate staff.
16. Assist in the development and update of school policies and procedures relating to the job role. These will include child protection, health, safety and security, confidentiality and data protection as well as staff use of IT policy.
17. Take the initiative in developing multi-agency approaches to supporting students.
18. Line manage a team of LAs ensuring planning and deployment is appropriate to their skills and development, hold regular team meetings and represent staff at management and other appropriate meetings. Take a role as directed in the appointment of new staff.
19. To ensure that all staff for which the role is responsible receive robust appraisals that include relevant CPD opportunities in line with school policies and review of same in termly one to one sessions.
20. According to faculty policy, provide professional support and guidance to team members.
21. Responsible for ensuring the learning resources used within the intervention programme are up to date and are directly linked with current schemes of work and are suitably differentiated to ensure they meet the needs of a wide range of learners.
22. To attend pre and after school meetings as required.
23. Attend Parents' Consultation Evenings and events as necessary.
24. Supervise individual students in exams when required.
26. Undertake any other responsibility or activity that may fall within the grade and scope of the post as directed by the Headteacher.
  - Any other duties required to meet business processes to improve the effectiveness or efficiency of the role and to the benefit of teaching and learning.
  - Whilst every effort has been made to explain the main duties and responsibilities of the post, individual task undertaken may not be identified.

- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

## **Review**

- This job description will be reviewed regularly and may be subject to amendment or modification at any time after 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.