

Alder Grove CofE Primary School

HLTA

JOB DESCRIPTION

Salary: Grade 5, SP12 to 17, £27,711 FTE to £30,060 FTE (actual salary: £10,716 to £11,625)

Contract type: Part time / Permanent

Reporting to: Deputy Headteacher

Purpose of Role:

- To cover PPA time in EYFS/KS1/KS2
- To provide a high standard of physical, emotional, social and intellectual care for children in the setting.
- To work as part of a team in order to provide an enabling environment in which all individual children can learn.
- To model the Alder Grove Vision & Values

Key Responsibilities:

- To undertake class cover, under the guidance of the class-teacher, and to cover for planned PPA time in different classes.
- To work in conjunction with the rest of the staff team to ensure high quality delivery of the curriculum.
- To build and maintain successful relationships with pupil, treat them consistently, with respect and consideration.
- To keep the pupils on task and to build motivation by modelling good practice.
- To observe and assess children in order to support the class teacher plan for next steps in their learning.
- To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting, including safeguarding and confidentiality.
- To be flexible within working practices of the setting.
- To attend where appropriate, staff training, after school meetings and educational trips.

Planning & Expectations:

- To prepare classroom as directed for lessons and clear afterwards.
- To assist in the display of pupils' work.
- To promote equality of opportunity for all pupils.
- To contribute to effective planning and preparation of lessons.
- To contribute to the planning of opportunities for pupils to learn which may include out of school contexts in accordance with school policies and procedures.
- To contribute effectively to the selection and preparation of teaching resources that meet the diversity of pupils' needs and interests.

Monitoring, Assessment, Recording, Reporting:

- To provide constructive feedback to pupils and teachers (both written and verbal).

- To support teachers in evaluating pupils' progress through a range of assessment activities (including accurately marking of work in line with the school's policy), taking this information into account when planning future lessons.
- To contribute to maintaining and analysing records of pupils' progress

Impact on Wider School:

- To promote and support the principle that all class-based staff are leaders of learning.
- To have high expectations of all pupils.
- To think creatively and imaginatively to anticipate and solve problems and identify opportunities.
- To liaise with staff to ensure smooth transition from one phase to another.

Other Professional Requirements:

- To operate at all times within the stated policies and practices of the school.
- To establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- To contribute positively and effectively to keeping children safe in education by following the school's safeguarding procedures and policy.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school and students.
- To take responsibility for own professional development and duties in relation to school policies and practices.
- Carry out other duties at the discretion of the Headteacher.