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| **MOSAIC SCHOOLS LEARNING TRUST**  **TA/HLTA – JOB DESCRIPTION** | |
| **Title: TA/HLTA** | **Hours 8.30am – 3.15pm**  **GRADE**  **KR5 27 hours 15 mins - TA**  **KR6 – 4 hours - HTA**    **Reports to: Assistant Head Teacher** |
| **MAIN PURPOSE OF THE JOB**  The HLTA will:  To support class teachers in all aspects of their work to:   * Support the learning and attainment of pupils * To promote pupils’ independence, self-esteem and social inclusion * Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning * To organise and supervise lunchtime activities and engage children in these activities. * Monitoring behaviour and ensure behaviour management is effective. | |
| **SUMMARY OF RESPONSIBILITIES AND DUTIES**  *In co-operation with and under the direction of the Class Teacher, the teaching assistant will be expected to:*  **TEACHING, LEARNING AND CLASSROOM MANAGEMENT**   * Demonstrate a level of subject and curriculum knowledge relevant to their role. * Use a range of relevant strategies to support the work of the class teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND). * With support from the SENCo support the inclusion of all pupils * Promote and support inclusion by encouraging participation of all pupils in learning and extra-curricular activities. * Establish positive working relationships with pupils, with high expectations of learning and behaviour. * Use effective behaviour management strategies in line with the school’s policies and procedures, managing behaviour to ensure a good and safe learning environment inside and outside the classroom. * To contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate. * Work with other staff to maintain a stimulating and safe learning environment by organising and managing physical teaching space and resources throughout the school day including the setting up of child initiated activities at the beginning of the day. * Support the use of ICT in learning activities and develop pupils’ competence and independence in its use * Be responsible for keeping and updating class records as agreed with the teacher, contributing to reviews of systems/records as requested * Undertake marking of pupils’ work if appropriate and accurately record achievement/progress * Promote positive values, attitudes and good pupil behaviour, dealing promptly with incidents * Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed * Supervising entry and departure of pupils in accordance with school policy * Cover classes during teacher’s management time or during subject expert release time. The term “cover” refers to any occasion where the teacher normally responsible for teaching a particular class is absent from the classroom during the time that they have been timetabled to teach. * Read and understand lesson plans shared prior to lessons and deliver lessons that have been planned by the class teacher in accordance with school policy * Prepare the classroom for lessons   **SUPPORT FOR THE SCHOOL**   * Promote the safety and wellbeing of pupils, and help to safeguard pupils’ wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and the schools safeguarding policy. * Be aware of and comply with policies and procedures relating to health, safety and security and data protection, reporting all concerns to an appropriate person * Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate * To maintain appropriate professional relationships with parents including compliance with the E-Safety policy and appropriate use of social media. * Attend and participate in staff and year group meetings which involve planning for teaching and learning and participate in CPD training * Supervise pupils on visits, trips and out of school activities as required * Fully and positively participate in the schools’ performance appraisal/performance related pay/performance development scheme in order to develop and enhance personal and service performance   **EQUALITIES**  Ensure implementation and promotion in employment and service delivery of the Trust’s equal opportunities policies and statutory responsibilities. | |

**PERSON SPECIFICATION**

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| **MOSAIC SCHOOLS LEARNING TRUST** | |
| **Job Title: HLTA/TA** | |
| **Qualifications/Education/Training:** | **DESIRABLE/ESSENTIAL** |
| Level 2 qualification in either Childcare and Development or equivalent  Paediatric First Aid  Universal Safeguarding Level 1  Willingness to attend meetings and training appropriate to the role | E  D  D  E |
| **Experience:** | |
| Working with or caring for children of primary school age  A knowledge and skilled use of a range of learning styles and teaching strategies to support children’s learning  Experience of working in a similar setting | E  E  E |
| **Skills and Abilities:** | |
| Good numeracy and literacy skills  Good ICT skills  Strong supervision skills  Working knowledge of national curriculum and other relevant learning programmes  The ability to offer differentiated support depending on children’s learning needs  Ability to work on own initiative and as part of a team  Effective communication and organisational skills  Ability to establish and maintain good relationships with all members of the school community  Positive and enthusiastic attitude to play.  A commitment to undertake training and continuous professional development.  Ability to respond calmly and logically to problems or emergencies. | E  E  E  E  E  E  E  E  E  E  E |
| **Specific Working Requirements:** | |
| Professional manner and attitude  Ability to relate well to children  Is willing to work within organisational procedures and processes and to meet the required standards of the role  Trustworthy, reliable and punctual with a flexible approach to work  Understanding of anti-discriminatory practice and how to challenge prejudice and stereotypes  Understanding of safeguarding requirement and best practice | E  E  E  E  E  D |