

Job Description for post of: HLTA - Cover



Grade 6 (21 – 26)
£30,825 - £34,834 FTE (pay award pending)
33.5 hours, 38 weeks + 5 INSET days
Full-time permanent from September 2024

Main purpose of the job

Teach designated students and undertake associated pastoral duties as well as other general responsibilities, having full regard for the school's ethos, aims and policies:

- Work with class teachers to plan the learning and wellbeing of all students in the class(es), ensuring equality of opportunity for all
- Be responsible and accountable for achieving the highest possible standards in work and conduct
- Treat students with dignity, building relationships rooted in mutual respect, and at all times observing boundaries appropriate to a teacher's professional position
- Work pro-actively and effectively in collaboration and partnership with learners, parents and carers, governors, colleagues and other professionals in the best interests of students
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

Key duties and responsibilities

Teaching

- Deliver the curriculum as relevant to the age and ability of the group(s) that you teach
- Be responsible for the preparation and development of teaching materials and teaching programmes, seeking support from class teachers where needed
- Be aware of students' capabilities and plan teaching appropriately to build on this, demonstrating knowledge and understanding of how students learn
- If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics
- Give students regular feedback using relevant methods which reflect student needs
- Plan out-of-class activities to consolidate and extend the knowledge and understanding students have acquired

Behaviour and Safety

- Create a safe, purposeful and stimulating environment for students, using a positive behaviour support ethos
- Manage classes effectively, using approaches which are appropriate to students' needs in order to inspire, motivate and challenge students
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, to the whole school community
- Have high expectations of behaviour, promoting self-control and independence of all learners
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

Team Working and Collaboration

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil

Fulfil Wider Professional Responsibilities

- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively as appropriate
- Communicate effectively with other staff members and students, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of students to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Contribute to meetings with parents and carers by providing feedback on student progress, attainment and barriers to learning, as directed by teachers
- Make a positive contribution to the wider life and ethos of the school

Professional Development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on students' progress, attainment and well-being, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school

Other

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
- Other such reasonable duties as determined and delegated by the Senior Leadership Team or Head Teacher consistent with the grade of the post and the experience of the Post holder

Equal Opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding

Talbot is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete his form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job. Please ensure you read the Advertisement, Job Description, Person Specification and other accompanying information carefully before you start. All part of the application form must be completed.

This job description may be reviewed at any time via consultation between the Governing Body and/or Senior Leadership Team Representatives and the postholder as may be necessary and appropriate to the needs of the school. Trade Union representation will be welcomed in any such consultations.