



POST: HLTA/Additional Teacher

Hours/days of work: 5 days a week (Term Time only)

Responsible to: Head Teacher and Deputy Head

Experience and Qualifications:

- Degree level is desirable, however a strong candidate with a minimum NQV L4 will be considered
- GCSE (or equivalent) in English and Maths
- Competent in use of computers
- Experience of working with primary age children

Salary: Dependent on qualifications and experience

To apply: Email your CV to info@edisonprimary.org

Closing date: 30 November 2018

Job description

Job Purpose

- To provide support for pupils, teachers and the school in order to raise standards of achievement in the school
- To provide cover for PPA sessions
- To complement the professional work of teachers by taking responsibility for agreed learning activities. This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes and monitoring pupils and assessing, recording and reporting on pupils achievement, progress and development.
- Responsible for the management and development of a specialist area of responsibility within the school.

Support for Pupils

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Assist in the implement of IEPs as required
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement
- Manage behaviour effectively following the school Restorative Behaviour policy

Support for Teachers

- Organise and manage appropriate learning environment and resources in accordance with lesson plans and in response to pupil needs
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
- Monitor and evaluate pupil responses to learning activities through a range of assessment
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
- Adhere to the school's Behaviour Policy and maintain good discipline of pupils by anticipating and managing behaviour constructively, promoting self-control and independence
- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Plan and prepare lessons with teachers

Support the Curriculum

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs
- Deliver local and national learning strategies e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds
- Advise on appropriate deployment and use of specialist aid/resources/equipment

Support the School

- Comply with and assist in the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- Deliver out of school learning activities within guidelines established by the school
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class
- To have due regard for safeguarding and promoting the welfare of children and young people