

Job Description – Education Support Staff

Job Title	HLTA or Teaching Assistant
Responsible to	Head Teacher/Deputy Head/SENCo/Designated Teacher
Main Purpose	<p>To work under the instruction and guidance of teaching staff, in the general classroom and to implement agreed programmes of work with individual pupils and in groups, in or out of the classroom.</p> <ul style="list-style-type: none"> To provide care and support for the pupils, to ensure their safety and well-being. To encourage enjoyment, enthusiasm and independence in learning. To contribute to the development of confident, caring pupils who show a sense of responsibility and pride in themselves and the school. To assist in the provision of a welcoming, stimulating environment. To assist in the smooth running of the school.
Duties & Responsibilities	<p>Supporting the Pupils</p> <ul style="list-style-type: none"> To assist in planning, to deliver and implement work programmes to the pupil under the direction and supervision of the teacher, enabling them to achieve maximum access and participation in the National Curriculum. To establish a constructive working relationship with the pupils, setting reasonable expectations and acting as a positive role model to all students. To promote the inclusion and acceptance of all pupils within the classroom. To encourage pupils to interact and work co-operatively with others. To promote independence, confidence, and self-esteem. To provide positive feedback and praise to the pupils in relation to progress and achievement. <p>Supporting the Curriculum</p> <ul style="list-style-type: none"> To deliver learning activities to the pupils. To liaise with other personnel and take responsibility for maintenance/quality/safety of specialist equipment. To work with other staff members to develop an engaging curriculum to meet the needs of the children. To work and communicate effectively with outside agencies where required.

Job Description – Education Support Staff

Duties & Responsibilities

Supporting the Teacher

- To work under the direction of the teacher and implement support programmes and monitor and evaluate pupils' learning.
- To contribute to the maintenance of pupils' progress records.
- To participate in the evaluation of the support programme.
- To provide regular feedback about the pupil to the teacher.

Supporting the School

- To be aware of and comply with policies and procedures relating to child protection, health. Safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- To contribute to the overall ethos/work/aims of the school.
- To attend relevant in-service training.
- To undertake out of school learning activities as required e.g. School visits, swimming lessons etc.
- To carry out break duty supervision in accordance with the rota.
- To carry out tasks as required to support the smooth and efficient running of the classroom and school.
- To carry out any other tasks as reasonably directed by the Head teacher.
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