



## **Job Description: Early Years, Higher Level Teaching Assistant**

**Job Title:** Early Years HLTA

**Grade:** Grade 6

**Hours:** 37 hours per week, term time only (plus CPD Days)

**Based at:** St Helen Auckland Primary School

St Helen Auckland Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

### **Purpose of Job**

This role will require the postholder to work collaboratively with the Early Years leader and class teachers to deliver high quality learning for children. This role requires good knowledge of the Early Years and the National Curriculum and very good knowledge of synthetic phonics.

To contribute to the wider life of the school in relation to a specialist area.

The post holder will be expected to progress pupils' learning and to assess, record and report on development, progress and attainment as agreed with the teacher.

### **Principal Accountabilities**

- To work in the EYFS providing learning activities under the professional direction of a qualified teacher, other support as required for our children, including extra-curricular learning
- You will be required to deliver planned lessons and/or activities as well as be able to plan, prepare and deliver lessons; you will also be able to assess, record and report on development, progress and attainment in line with the relevant assessment system.
- Use teaching and learning objectives to plan challenging teaching and learning objectives and to evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision.
- Assess the needs of children and use detailed knowledge and specialist skills to support children's learning.
- Deliver learning activities to children, adjusting activities according to children's responses/needs.
- Organise and manage the learning environment prescribed and assist, when necessary, the teacher to plan teaching and learning objectives to ensure pupil progress.
- Act as a role model promoting good discipline and positive behaviour in line with the school's policies.

- Work within the school's established policies on inclusion, child-protection, equal opportunities, health and safety, confidentiality and data protection.
- Contribute to the overall work/aims and ethos of the school.
- Maintain effective liaison with the teaching staff and other external agencies for the support and welfare of the pupils.
- Participate in training and other learning activities as required with the specific requirement of following an extended HLTA course.

## Person Specification: Early Years HLTA

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- Successful relevant experience of working with children of relevant age within a learning environment.
- Have the relevant experience and qualifications (Level 4) necessary to meet the Higher Level Teaching Assistant standards.
- Have GCSE qualifications in Maths/Numeracy and English/Literacy equivalent to at least NVQ2.
- A working knowledge of the relevant policies, codes of practice and legislation.
- A working knowledge and experience of delivering/implementing the national/school's curriculum and other relevant learning programmes.
- Good understanding of child development and the ability to apply behaviour management policies and strategies.
- Be able to work effectively as part of a team but also be able to work independently and under own initiative.
- Must be flexible and have effective time management skills.
- Be able to work calmly under pressure with the ability to adapt quickly and effectively to changing circumstances/situations.
- Have a creative approach to problem solving.
- Must have excellent communication skills with both children and adults. ➤ Self critical in order to evaluate and build upon own performance.

### Job Context

HLTAs will be expected to work effectively with individual pupils, small groups and whole classes to deliver agreed lessons/learning objectives. They will take the role of the 'teacher' in this respect although the overall responsibility for the class's quality of teaching and learning will remain with the class teacher and Senior Leadership Team.

HLTAs will contribute to pupil's learning and make a significant impact upon their achievement.

This HLTA post holder will be working within Early Years, however, there may be occasions when they are deployed within any Year Group at the school.

### Organisation

