

**Gillamoor Church of England (VC) Primary School**  
**Where God's love is sown, grown and taken home.**

**Our Mission Statement**

Our School community aims to inspire and nurture the love of learning and to develop the full potential of all, within a distinctly Christian environment.  
 The core Christian values we embrace and foster are: Loving and Caring, Courage, Compassion, Honesty, Thankfulness, Generosity, Respect and Forgiveness.

**JOB DESCRIPTION**

**JOB TITLE:** HLTA EYFS/KS1 15 hours per week

**GRADE:** HLTA

**RESPONSIBLE TO:** Headteacher

**Date of issue:**

**Date of review:**

**Job Purpose**

To promote effective learning, appropriate achievement and educational, social and personal progress of all pupils for whom the teacher is designated as being responsible, consistent with the aims of the school and the unique needs of each individual.

**MAIN RESPONSIBILITIES**

<b>General Responsibilities</b>	To carry out the general and specific duties as set out in the School Teachers' Pay and Conditions Document which includes <ul style="list-style-type: none"> <li>• Planning and preparing lessons</li> <li>• Teaching according to their educational needs, the pupils assigned to you, including the setting and marking of work to be carried out by pupils in school and elsewhere.</li> <li>• Assessing, recording and reporting on the development, progress and attainment of pupils.</li> <li>• Promoting progress and well being of any pupils assigned to you.</li> <li>• Participating in Performance Management and achieve any performance criteria/targets arising from the School's Performance Management arrangements.</li> <li>• Make an active contribution to the policies and aspirations of the school.</li> <li>• Fulfil all of the responsibilities and duties required by the School's policies on teaching and learning.</li> </ul>
<b>Specific Responsibilities</b>	<ul style="list-style-type: none"> <li>• To be confirmed.</li> </ul>
<b>Child development</b>	<ul style="list-style-type: none"> <li>• Develop and maintain an up-to-date knowledge and understanding of the areas of teaching and pupil support for which post-holder is responsible.</li> <li>• Plan work to meet the learning needs of allocated pupils in a consistent and effective way.</li> <li>• Use appropriate teaching and classroom management strategies to motivate pupils and enable each to progress.</li> <li>• Monitor the progress of pupils for whom the postholder is responsible to set expectations and give constructive feedback.</li> <li>• Maintain appropriate records to demonstrate progress made by pupils.</li> <li>• Participate fully in professional development activities to develop practice further, sharing the learning from these as appropriate.</li> </ul>
<b>Effective Communication and engagement with children, their families and carers</b>	<ul style="list-style-type: none"> <li>• Under the general direction of the Headteacher take part in establishing constructive relationships with children, parents/carers and with other agencies/professionals.</li> <li>• Communicate effectively with all children, families and carers.</li> <li>• Provide support and encouragement to children.</li> <li>• Know that communication is a two way process.</li> </ul>
<b>Safeguarding and promoting the welfare of the child</b>	<ul style="list-style-type: none"> <li>• Be responsible for promoting and safeguarding the welfare of children that you are responsible for and come into contact with.</li> </ul>
<b>Supporting transitions</b>	<ul style="list-style-type: none"> <li>• Listen to concerns; recognise and take account of signs of change in attitudes and behaviour.</li> <li>• Understand your own role and its limits, and the importance of providing care or support.</li> </ul>

<b>Multi-agency working</b>	<ul style="list-style-type: none"> <li>• Know the value and expertise you bring to a team and that brought by your colleagues.</li> <li>• Work in a team context – forging and sustaining relationships across agencies and respecting the contribution of others working children, young people and families.</li> </ul>
<b>Sharing information</b>	<ul style="list-style-type: none"> <li>• Provide feedback, as requested, to the Headteacher or other appropriate person to support the planning and evaluation of the learning process in respect of individual children.</li> <li>• Be aware of and comply with policies and procedures relating to child protection, confidentiality, health, safety and security.</li> <li>• Understand the importance of sharing information, how it can help and the dangers of not doing so.</li> <li>• Be aware of own (and others') professional boundaries.</li> <li>• Know that <a href="http://www.everychildmatters.gov.uk">www.everychildmatters.gov.uk</a> provides further information about children, young people and families services and practice.</li> <li>• Attend staff meetings, training days and management team meetings by agreement with the Headteacher.</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.</li> <li>• Ensure the School's Health &amp; Safety guidance is followed, including e-safety and data protection.</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>• Ensure services are delivered in accordance with the aims of the equality Policy Statement</li> <li>• Develop own understanding of equality issues</li> </ul>

Whilst this job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the school's policies, procedures and ethos.

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the school's policies and supporting documentation in respect of these issues.

#### **Equal Opportunities**

North Yorkshire County Council supports the principle of equality of opportunity in employment and has a clearly stated policy for Equalities and a copy can be downloaded from [www.northyorks.gov.uk](http://www.northyorks.gov.uk). Your school will have its own policies adapted from the County Council's Policy.

#### **Working Time**

This job description allocates responsibilities and duties but does not direct the particular amount of time to be spent on carrying them out. In allocating time to the performance of responsibilities and duties the post holder must use directed time in accordance with Part XI, section 40 of the School Teachers' Pay and Conditions Document, the NYCC guidance and school's plans on use of time.

#### **Review**

This job description will be reviewed at least once pre year and may be subject to amendment or modification at any time after consultation with the post holder.

**Signed**.....(Post Holder) **Date**.....

**Signed**.....(Headteacher) **Date**.....