Bush Hill Park Primary School

Job Description – EYFS HLTA Scale 5

**Responsible to:** Class Teacher and Assistant Headteacher (Inclusion)

**Main Duties**
To work with individuals, groups of children or whole classes to further learning as deployed by the Headship Team and the class teacher.

**Responsibilities**
- To support children in the classroom, including participating in relevant curriculum planning, training and learning activities, as appropriate.
- To ensure the care and welfare of children, including those with special educational needs, under the direction of the Headship Team or a designated teacher.
- To assist the teacher in maintaining a safe environment, through ensuring adequate supervision and discipline of pupils.
- To establish and maintain appropriate contact with parents, specialist support staff and other adults involved in the education of children.
- To assist the teacher in maintaining appropriate records; and undertaking associated administrative tasks.
- Establish supportive relationships with children, help them to understand tasks by clarifying and explaining instructions, help them to concentrate and finish tasks.

**Duties**
- To assist the teacher in the education process, by participation in the planning, development of the curriculum, and by identifying clearly the role of the HLTA in its delivery. Ensure familiarity with lesson objectives.
- To agree and establish programmes to promote pupil progress, both individually and collectively.
- To observe and monitor pupil progress, adapting the agreed approach to meet particular needs as appropriate, and to assist the teacher with maintaining records of the children’s development and attainments.
• To assist the teacher, and/or other specialist support staff, in devising and implementing individual learning programmes for particular pupils.

**Participation in the Learning Process**

• To promote the learning process for pupils by participating actively in the provision of all aspects of the curriculum, including music, physical education, and art and craft activities. Ensure children are able to access and use the necessary equipment and materials, differentiating when necessary.

• To assist the teacher, as appropriate or directed, in providing a full range of stimulating activities for children, to encourage their physical, intellectual, emotional and social development. Motivate and encourage children to participate.

• To ensure student progress including providing additional support to children with special needs or to bilingual learners.

• To maintain a wide interest in all curriculum subjects and to develop practical knowledge in a range of appropriate creative skills.

• To assist the teacher and/or other staff to set out the classroom, displays, clear away, clean, care for and store teaching materials and resources, including toys, games, books, furniture, items of equipment, and work completed by pupils.

• To assist the teacher by contributing to the assessment of pupils and to the maintenance of appropriate records, (including writing reports on individual children where appropriate), and by discussing the progress and development of individual pupils directly with the teacher.

• To attend when requested and participate in appropriate in-service training activities, with teachers where of benefit, in order to ensure consistency of approach and to improve skills and understanding.

**Care and Welfare of Pupils**

• To build and maintain close and secure relationships with pupils, attending to and ensuring the care, health and welfare of the children at all times, including the dressing and undressing, the toileting, and the cleaning of pupils, where necessary.

• To provide additional care for pupils, where appropriate, as part of a planned programme.

• To assist with maintaining formal records of such treatment and activities.

• To work within school safeguarding policy.

• To assist the teacher with maintaining the proper conduct and good discipline of pupils at all times, both in the classroom and elsewhere on the premises, including external play areas, where appropriate. Following the school behaviour policy.
• To escort and supervise the children, in the presence of the teacher, when away from the premises on a planned visit or journey, in order to maintain appropriate ratio of adults to pupil at all times.

• To lead the class to cover PPA including directing other adults in the class.

• To escort individual children home, to hospital or to another education establishment, where directed by the Headteacher, and subject to appropriate insurance cover being in place.

Contact with Parents and Professionals

• To foster and maintain close and supportive relationships with parents, as a supplement to the contact carried out by the teacher, offering information, assistance and guidance in relation to the development and behaviour of individual children, where appropriate, and referring difficult or sensitive matters to the teacher for further action.

• To assist the teacher by receiving instruction from and supporting directly the work of all professional or specialist support staff involved in the children’s education, such as social workers, health visitors, language support staff, speech therapists, educational psychologists and physiotherapists, (in addition to other members of the teacher staff).

• To maintain co-operative and appropriate working relationships with all the support staff in the school including the office staff, the Site Officer, Welfare Assistants, and Learning Support Assistants, providing guidance and advice where appropriate, in order to ensure a consistent approach to the care, welfare and safety of the children at all times.

• To assist the teacher in offering support and guidance as appropriate, to those adults undertaking formal training or to older pupils undertaking work experience activities within the School or class.

Other Duties

• To undertake a range of appropriate administrative duties, where delegated by the teacher, such as maintaining waiting lists and providing information for stock control or budgetary purposes, photocopying.

• To be aware of and follow school policies and procedures.

• To undertake other reasonable duties of an appropriate nature and level, as directed by the Headteacher.

• To attend meetings and CPD as directed, some of which may be on rare occasions outside of normal working hours.