

Role Profile					
Job Title	HLTA English	Job No. (Office Use)		Band/Band Range-(for career grades)	Grade E
Reports to (Job Title)	Head of English				
DBS check required	Enhanced DBS check required				
Job Purpose	To complement the professional work of the English team by taking responsibility for learning activities which may involve planning, preparing and delivering learning activities for individuals/small groups or for whole classes; monitoring students; assessing, recording and reporting on student achievement and progress in consultation with the classroom teacher.				
Qualifications	<ul style="list-style-type: none"> Demonstrable levels of numeracy and literacy equivalent to GCSE (A*-C) or above in English, Maths and Science. HLTA standards or equivalent qualification or experience. Training in learning strategies relevant to literacy. 				
Experience	<ul style="list-style-type: none"> A minimum of two years' experience of working with children (either paid or unpaid capacity) preferably in a secondary education setting. Evidence of specialism in specific curriculum areas or areas of particular learning difficulty. 				

Professional Knowledge / understanding	<ul style="list-style-type: none"> • Knowledge and understanding of the requirements of the new GCSE AQA specifications for Language and Literature. • Knowledge and understanding of all the English Faculty schemes of learning and assessment objectives. • A working knowledge of how to apply the new GCSE grading systems (1-9) when providing students with feedback. • Understanding of issues affecting behaviour and barriers to learning. • Ability to implement individual behaviour improvement strategies. • Excellent interpersonal skills both in working relationship with young pupils and in forming effective professional relationships with a wide range of contacts. • Good organisational and time management skills, including ability to multi-task. • Ability to keep accurate records, and attention to detail. • Ability to develop good working relationships with other staff. • Ability to develop good working relationships with parents.
Skills, attributes and personal qualities	<ul style="list-style-type: none"> • Able to form and maintain appropriate professional relationships and boundaries with children and young people. • Ability and willingness to work constructively as part of a team. • Experience of using behaviour management strategies to engage students and maintain order. • Ability to supervise pupils effectively both in and out of school in line with the school's behaviour policy. • Ability to help children and young people to transfer their learning to other parts of their lives. • Ability to be a good role model to students. • Ability to work in partnership with parents and teachers. • A commitment to helping young pupils achieve, through education and learning. • Competent use of ICT skills to support learning and maintain electronic information systems. • Ability to use own initiative and work flexibly. • Ability to deal with sensitive information in a confidential manner. • Flexibility and ability to work under pressure and meet deadlines. • Excellent written and communication skills. • A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service. • Attend school training sessions and other training opportunities.

Accountabilities	<ul style="list-style-type: none"> • To work under the direction of the Head of English • Ability to be proactive to bring together appropriate people and resources to support the Head of English and the English team in accelerating students' outcomes in English • Undertake other duties appropriate to the grade of the post
Working Conditions	<ul style="list-style-type: none"> • Post holder mainly operates within a classroom where there will be some background noise; students talking, radios, telephones etc.
Academy Standards	<ul style="list-style-type: none"> • Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the academy's constitution and its policies and procedures. • Work within the requirements of the academy's Health and Safety policy, performance standards, safe systems of work and procedures. • Undertake all duties with due regard to the academy's equalities policy and relevant legislation. • To understand the values and moral purposes of the academy.